



**East Central Special Utility District**

**REQUEST FOR QUALIFICATIONS**

**General Engineering Services**

East Central Special Utility District is soliciting Request for Qualifications (RFQ) from qualified consulting engineering firms to provide general engineering and consulting services. Interested parties that meet the minimum qualifications are encouraged to submit a Statement of Qualifications no later than June 2<sup>nd</sup>, 2025 at 4:00 PM CST. Any requests received after this date will be returned unopened to the sender.

## Introduction

### A) Overview:

East Central Special Utility District “the District” has issued this Request for Qualifications (RFQ) to select one or more qualified firms to provide general engineering professional services described in the Scope of Services below. The District was created pursuant to the provision of Texas Water Code, Chapters 49 and 65 and Texas Administrative Code 293.11 and 293.12 to purchase, own, hold, lease and otherwise acquire sources of water supply; to build, operate and maintain facilities for the transportation of water; and to sell water services to towns, cities, and other political subdivisions of this state, to private business entities and to individuals. The District operates under chapters 49 and 65 of the Texas Water Code, and other statutes and regulations of the State of Texas applicable to special utility districts. The District services approximately 120 square miles of land and 11,000 connections in eastern Bexar County, the southwest corner of Guadalupe County and the northwest corner of Wilson County.

### B) Purpose:

The purpose of this RFQ is to maintain and further develop a pool of engineering firms to provide services related to the Scope of Services in this RFQ. The District intends to execute a Master Professional Service Agreement with two or more qualified firms with task orders negotiated on a per project basis. These agreements are intended to remain in place until 2030 unless a specific task order provides for a later completion date. Although it is the intention of the District to utilize the pre-selected firms, the District, at its sole discretion, reserves the right to solicit project specific Requests for Qualifications as it deems necessary.

### C) Contacts:

The District’s point of contact for submissions or questions is:

Brandon Rohan  
General Manager  
East Central Special Utility District  
210.649.2383  
brohan@ecsud.com

#### **By Mail:**

P.O. Box 570  
Adkins, TX 78101

#### **By Hand Delivery/Courier:**

12452 US Highway 87E  
Adkins, TX 78101

The District’s point of contact is the sole point of contact for this RFQ. Contact between a responding firm and any employee, consultant or member of the District’s board of directors may result in a submission being rejected at the sole discretion of the District.

D) District Directors and Key Staff:

The following individuals are key decision-makers for the District and may work directly or indirectly with selected firms.

Directors:

Paul Bricker-President  
Mark Davis-Vice President  
Milton Lowak-Secretary/Treasurer  
David Padalecki  
James Pederson  
Melvin Strey  
Randy Schwenn  
Shirley Owen  
Tom Dupnick

Staff:

Brandon Rohan-General Manager  
Carolyn Black-Asst. General Manager  
Arthur Strzelczyk-Operations Manager  
Tina Ynfante-Finance Manager

E) Forms Required by Law:

Form 1295 Certificate of Interested Parties: House Bill 1295 amended section 2252.908 of the Government Code to require that a governmental entity may not enter into a contract with a business entity unless such entity submits a disclosure of interested parties. The instructions for completing the form can be found on the Texas Ethics Commission webpage. Once completed, attach the form with the submission of the Statement of Qualifications packet (SOQ).

Conflict of Interest Questionnaire: Local Government Code, Chapter 176 requires a person or business to file a conflict of interest questionnaire not later than seven business days after a vendor submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity. Once completed, attach the form with the SOQ or submit it to the District's contact person within seven days of submission of the SOQ.

F) Tentative Schedule:

Milestone	Date
Request for Qualifications Issued	April 9 <sup>th</sup> , 2025
Deadline for written questions	May 9 <sup>th</sup> , 2025
Answers to written questions	May 14 <sup>th</sup> , 2025
Deadline for SOQ submittals	June 2 <sup>nd</sup> , 2025
Submittal evaluation by Selection Committee	Late June 2025
Recommendation of award to the Board of Directors	July 10 <sup>th</sup> , 2025

This schedule is tentative and may be revised at the discretion of the District.

G) Public Record:

The District must comply with the Texas Open Records Act, Texas Government Code Sections § 552.001-§ 552.026. All responses shall become public information and released, upon request, in accordance with the Act after a contract is awarded. Please contact the District, before submittal, with any concerns related to confidentiality contained within the SOQ.

## General Instructions

- Responding firms should carefully read the information contained herein and submit a complete response to all requirements and questions as directed.
- SOQ Submittals and any other information submitted by responding firms in response to this RFQ shall become the property of District.
- The District will not provide compensation to responding firms for any expenses incurred by the responding firms for SOQ Submittal preparation or for any demonstrations that may be made, unless otherwise expressly stated herein or required by law. Responding firms submit SOQ and other Submittal information in response to this RFQ at their own risk and expense.
- Submittals of SOQ's which are qualified with conditional clauses, or alterations, or items not called for in the RFQ documents, or SOQ irregularities of any kind are subject to disqualification by the District, at its option. **District RESERVES THE ABSOLUTE AND UNCONDITIONAL RIGHT TO BE THE SOLE DETERMINANT OF WHAT IS DEEMED "AN IRREGULARITY" AND TO WAIVE OR INTERPRET ANY IRREGULARITY TO ITS BENEFIT, IN ITS SOLE DISCRETION.**
- Each SOQ Submittal should be prepared simply and economically, providing a straightforward, concise description of your firm's ability to meet the requirements of this RFQ. Emphasis should be on completeness, clarity of content, responsiveness to the requirements, and an understanding of the District's needs.
- The District makes no guarantee that an award will be made as a result of this RFQ and reserves the right to accept or reject any or all SOQ Submittals, waive any formalities or minor technical inconsistencies, or delete any item/requirements from this RFQ when deemed to be in the District's best interest. Representations made within the SOQ Submittal will be binding on responding firms. The District will not be bound to act by any previous informal communication or submittal submitted by the firms, other than to this RFQ. The District reserves the right to release RFQs
- Failure to comply with the requirements contained in this RFQ may result in a finding that the Respondent is not qualified and is ineligible to submit a SOQ or enter any subsequent contract.
- Only individual firms or formal joint ventures may apply. Two firms may not apply jointly unless they have formed a joint venture. Any associates will be disqualified. (This does not preclude an applicant from having sub-consultants.)

- When up to a specified number of prior similar project examples are requested, do not list more than the amount specified.

## **Scope of Services**

Selected firm(s) may be asked to perform engineering services related to, but not limited to, the following:

- Master planning (both water and wastewater)
- Land use assumptions
- Feasibility Studies
- Right of way acquisition
- Rate Studies
- Plan review
- Permitting (TCEQ, PUC, groundwater districts, counties, cities)
- Project management
- Water treatment facilities
- Well fields
- Pumpstations
- Distribution infrastructure
- Ground and elevated storage tanks
- Sanitary sewer treatment facilities
- Sanitary sewer collection infrastructure
- Potable reuse (direct and indirect)

## **Submittal Requirements**

### **A) Submittal Format:**

The submittals must be in physical form and contain five (5) hard copies and a .pdf file on one flash drive. Submittals must be sealed (enveloped, box or container) with a label indicating the RFQ name (25-001-GES), the submittal deadline and a return address.

### **B) Submittal Deadline:**

The submittals must arrive at the District by 4:00 PM CST on June 2<sup>nd</sup>, 2025.

### **C) Late Submissions:**

Submittals that arrive after the submittal deadline will not be considered and will be returned unopened to the sender. Responding firms are responsible for ensuring their submissions are received by the submittal deadline.

### **D) Withdrawal or Amendment of the Submittals:**

A responding firm may withdraw or alter a submitted SOQ before the submittal deadline. After the submittal deadline, a responding firm may request to amend or withdraw a submitted SOQ in writing to the District's contact. The District reserves the right to refuse any withdrawal or amendment after the submittal deadline.

## Submittal Content

### A) Cover Letter:

- Provide a cover letter and introduction including the name and address of the firm with the name, address, telephone and e-mail address of the contact person who will be authorized to make representations for the organization.
- An executive summary with an overview of the statement of qualifications, its highlights, and the approach to engineering services.
- A brief statement of interest and understanding of the RFQ.
- A brief summary of the types of professional services related to this RFQ that the firm wishes to provide. *Note: The District's preference is to select qualified firms capable of providing a wide range of services such as those listed in the Scope of Services section of this RFQ.*
- Primary point of contact information for the firm and a statement that the primary point of contact is authorized to submit on behalf of the firm.

### B) Qualifications:

- Provide an outline of the firm's background, qualifications, and ability to perform the scope of services the firm wishes to provide. Identify any specific sub-contractors proposed to be regularly utilized in the provision of services to the District.
- Provide a list and/or organizational chart to identify the person(s) who will be primarily responsible for contact with the District.
- Identify all key personnel, their relationship to the scope of work, relevant qualifications and experience, and their level of effort toward completing all needed tasks. Include a description of specific projects similar to this request and the specific tasks performed by the project personnel. Lead Engineer Resume and Available Resources. Include complete resume describing the qualifications, expertise and experience of the lead engineer assigned to serve as the Consulting Engineer for the District. A minimum of 10 years of directly applicable experience in water supply Districts Engineering will be required for the successful firm. Available Resources and Engineer location shall be submitted and the selected firm will be required to notify the District within thirty (30) days of any changes of personnel that are included in this statement and the addition to the Engineer's staff of personnel who may contribute to the discipline specialties for which the Engineer has been selected. The District also reserves the right to cancel any task request in effect should it determine that the proposed staff is not available or assigned to the task order.
- Provide a brief outline of the firm's current workload, staffing and ability to meet the demands described in this RFQ.
- Provide a brief description of the firm's familiarity and experience with local, state and federal regulatory agencies and the firm's familiarity and experience with funding programs such as but not limited to the Texas Water Development Board (TWDB), Bureau of Reclamation and the Water Infrastructure Finance and Innovation Act (WIFIA).

### C) References:

- Identify at least three (3) similar clients that the firm currently provides service to, preferably water supply Districts in Texas. Each reference listed shall include the

name of the agency, project manager, phone number, and description of work performed.

- Identify any litigation and outcomes in the state of Texas involving the firm in the last three years. Identify any contracts between the firm and clients that have been terminated before project completion in the state of Texas over the last three years.

D) Additional Data: Responses may include any other information the responding firm deems essential to the evaluation of the statement of qualifications.

E) Summary of Insurance Coverage

F) Completed Conflict of Interest Questionnaire

G) Completed Form 1295

## Review and Selection Procedure

A committee consisting of four District directors and such District staff that may be designated by the President of the District's board of directors will evaluate and rank each statement of qualifications and may provide a shortlist of three highest ranking firms to present for optional interviews to the Board of Directors. The Board of Directors will evaluate each statement of qualifications, and will, upon consideration of the committee recommendation, select a Consultant Engineer.

The Board of Directors exercises its discretion in the final selection of a candidate for contract negotiations and will not be bound by the committee or staff recommendation, scoring and ranking. The staff's preliminary reviews and scoring of SOQ Submittals merely determines the top ranked firms who are most technically qualified as finalists and are eligible for interviews by the Board of Directors at its discretion.

By submitting a response to this RFQ, the firm accepts the evaluation process as outlined in the preceding sections and acknowledges and accepts the determination of the "most qualified" firm, which may require subjective judgments by the District's board of directors.

The following evaluation criteria and their respective weights will be used in selecting a Consultant Engineer:

Evaluation Criteria	Points
Firm's experience in the delivery of successful Engineering services to meet the defined scope of work.	30
Qualifications of the Project Team.	30
Firm's workload and availability to provide services related to the Scope of Services in this RFQ .	15
References and litigation history.	15
Familiarity and Experience with local, state and federal regulatory agencies and funding programs.	10

The District reserves the right to reject any and all responses and to waive any informality in responses received.

The District reserves the right to directly award this prospective professional engineering services contract to a qualified engineering consultant demonstrating competence to perform the proposed services, pursuant to: Texas law (Texas Government Code Chapter 2254, "Professional Services Procurement Act).

## **Prohibited Respondents**

- The District will not conduct business with responding firms who have failed to comply with their contracts and have been debarred from doing business with the State of Texas or the federal government.
- Successful Respondent must affirm, in any resulting contract, that (i) it does not Boycott Israel; and (ii) will not Boycott Israel during the term of any resulting Contract. This section may not apply if the Company is a sole proprietor, a non-profit entity or a governmental entity; and only applies if: (i) the Company has ten (10) or more full-time employees and (ii) the Contract has a value of \$100,000.00 or more to be paid under the terms of the Contract.
- Successful Respondent must affirm, in any resulting contract, that it is not engaged in business with Iran, Sudan, or a foreign terrorist organization.
- Successful Respondent must affirm, in any resulting contract, that it does not boycott energy companies, and will not boycott energy companies during the term of the Agreement.
- Successful Respondent must affirm, in any resulting contract, that it (i) does not have a practice, policy, guidance or directive that discriminates against a firearm entity or firearm trade association; and (ii) will not discriminate against a firearm entity or firearm trade association during the term of the Agreement.
- Successful Respondent must affirm, in any resulting contract, that it is not (i) owned or controlled by (a) individuals who are citizens of China, Iran, North Korea, Russia, or a designated country; or (b) a company or other entity, including a governmental entity, that is owned or controlled by citizens of or is directly controlled by the government of China, Iran, North Korea, Russia, or a designated country; or (ii) headquartered in China, Iran, North Korea, Russia or a designated country.



## ETHICS STATEMENT

### (Complete and Return this form with Response)

The undersigned firm, by signing and executing this RFQ, certifies and represents to the District that firm has not offered, conferred or agreed to confer any pecuniary benefit, as defined by (1.07 (a) (6) of the Texas Penal Code, or any other thing of value as consideration for the receipt of information or any special treatment of advantage relating to this RFQ; the firm also certifies and represents that the firm has not offered, conferred or agreed to confer any pecuniary benefit or other thing of value as consideration for the recipient's decision, opinion, recommendation, vote or other exercise of discretion concerning this RFQ, the firm certifies and represents that firm has neither coerced nor attempted to influence the exercise of discretion by any officer, trustee, agent or employee of the District concerning this RFQ on the basis of any consideration not authorized by law; the firm also certifies and represents that firm has not received any information not available to other firms so as to give the undersigned a preferential advantage with respect to this RFQ; the firm further certifies and represents that firm has not violated any state, federal, or local law, regulation or ordinance relating to bribery, improper influence, collusion or the like and that firm will not in the future offer, confer, or agree to confer any pecuniary benefit or other thing of value of any officer, trustee, agent or employee of the District in return for the person having exercised their person's official discretion, power or duty with respect to this RFQ; the firm certifies and represents that it has not now and will not in the future offer, confer, or agree to confer a pecuniary benefit or other thing of value to any officer, trustee, agent, or employee of the District in connection with information regarding this RFQ, the submission of this RFQ, the award of this RFQ or the performance, delivery or sale pursuant to this RFQ.

**THE FIRM SHALL DEFEND, INDEMNIFY, AND HOLD HARMLESS THE DISTRICT, ALL OF ITS OFFICERS, AGENTS AND EMPLOYEES FROM AND AGAINST ALL CLAIMS, ACTIONS, SUITS, DEMANDS, PROCEEDING, COSTS, DAMAGES, AND LIABILITIES, ARISING OUT OF, CONNECTED WITH, OR RESULTING FROM ANY ACTS OR OMISSIONS OF FIRM OR ANY AGENT OR EMPLOYEE OF FIRM IN THE EXECUTION OR PERFORMANCE OF THIS RFQ.**

I have read all of the specifications and general RFQ requirements and do hereby certify that all items submitted meet specifications.

COMPANY: \_\_\_\_\_

AGENT NAME: \_\_\_\_\_

AGENT SIGNATURE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_

STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

FEDERAL ID#: \_\_\_\_\_

DEVIATIONS FROM SPECIFICATIONS IF ANY:

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**CERTIFICATION REGARDING  
DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS  
(Complete and Return this form with Response)**

Name of Entity: \_\_\_\_\_

The prospective participant certifies to the best of their knowledge and belief that they and their principals:

Have not within a three year period preceding this RFQ been convicted of, had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;  
Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, Local) with commission of any of the offenses enumerated in this paragraph of the certification;  
and

I understand that a false statement on this certification may be grounds for rejection of this RFQ or termination of the award.

\_\_\_\_\_  
Name and Title of Authorized Representative (Typed)

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

☐ I am unable to certify to the above statements. My explanation is attached.

**CONFLICT OF INTEREST QUESTIONNAIRE**  
For vendor doing business with local governmental entity

**FORM CIQ**

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

**OFFICE USE ONLY**

Date Received

**1 Name of vendor who has a business relationship with local governmental entity.**

**2** ☐ **Check this box if you are filing an update to a previously filed questionnaire.** (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

**3 Name of local government officer about whom the information is being disclosed.**

\_\_\_\_\_  
Name of Officer

**4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.**

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

☐ Yes ☐ No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

☐ Yes ☐ No

**5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.**

**6** ☐ **Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).**

**7**

\_\_\_\_\_  
Signature of vendor doing business with the governmental entity

\_\_\_\_\_  
Date

**CONFLICT OF INTEREST QUESTIONNAIRE**  
**For vendor doing business with local governmental entity**

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

**Local Government Code § 176.001(1-a):** "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

**Local Government Code § 176.003(a)(2)(A) and (B):**

- (a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

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- (2) the vendor:

- (A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

- (i) a contract between the local governmental entity and vendor has been executed;

- or

- (ii) the local governmental entity is considering entering into a contract with the vendor;

- (B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or

- (ii) the local governmental entity is considering entering into a contract with the vendor.

**Local Government Code § 176.006(a) and (a-1)**

- (a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

- (1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);

- (2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or

- (3) has a family relationship with a local government officer of that local governmental entity.

- (a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

- (1) the date that the vendor:

- (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or

- (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

- (2) the date the vendor becomes aware:

- (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);

- (B) that the vendor has given one or more gifts described by Subsection (a); or

- (C) of a family relationship with a local government officer.

## **CERTIFICATE OF INTERESTED PARTIES-FORM 1295**

Special message: Please read the Special Notification regarding HB 1295 effective January 1, 2016, implemented by the Texas Ethics Commission, which requires business entities to provide a completed Form 1295 to Kempner with signed contracts in order to execute them.

In 2015, the Texas Legislature adopted House Bill 1295. The law states that a governmental entity or state agency may not enter into certain contracts with a business entity unless the business entity submits a disclosure of interested parties to the governmental entity or state agency at the time the business entity submits the signed contract to the governmental entity or state agency. The law applies to a contract of a governmental entity or state agency that either (1) requires an action or vote by the governing body of the entity or agency before the contract may be signed or (2) has a value of at least \$1 million. The disclosure requirement applies to a contract entered into on or after January 1, 2016.

To implement the law, the Texas Ethics Commission (TEC) adopted new rules necessary to prescribe the disclosure of interested parties form, and post a copy of the form on the commission's website. The commission adopted the Certificate of Interested Parties form, Form 1295, on October 5, 2015. The commission also adopted new rules as part of Chapter 46 of the Texas Administrative Code on November 30, 2015.

On January 1, 2016, TEC made a new filing application available on their website for business entities to use to both create and file Form 1295. Business entities will enter the required information on Form 1295 within the application and print a copy of the completed form, which will include a certification of filing with a unique certification number. An authorized agent of the business entity will need to sign the printed copy of the form and have the form notarized. The completed Form 1295 with the certification of filing must be included with the signed contract to the governmental body or state agency in order for the governmental body to execute the contract.

The District will then notify the commission, using TEC's filing application, of the receipt of the filed Form 1295 with the certification of filing not later than the 30th day after the date the contract binds all parties to the contract.

TEC will then post the business entity's completed Form 1295 to its website within seven (7) business days after receiving notice from the District acknowledging that it was received.

To obtain additional information on HB 1295, to learn more about TEC's process to create a new account or to complete an electronic version of Form 1295 for submission with a signed contract, please go to the following link: [https://ethics.state.tx.us/whatsnew/elf\\_info\\_form1295.htm](https://ethics.state.tx.us/whatsnew/elf_info_form1295.htm)

NOTE: IF AWARDED THIS CONTRACT, FORM 1295 WILL BE SUBMITTED AT THE TIME THE SIGNED CONTRACT IS SUBMITTED TO THE DISTRICT.      ☐ YES ☐ NO