



**REQUEST FOR QUALIFICATIONS
RFQCCT-2025-001**

Formal Engineering Assessments for Wastewater Treatment Facilities

Date Issued: April 11, 2025

RFQ Number: CCT-2025-001

Submission Deadline: May 12, 2025

I. Introduction

The Coastal Bend Council of Governments (CBCOG) is soliciting Statements of Qualifications (SOQs) from qualified firms to conduct comprehensive assessments of Wastewater Treatment Facilities (WWTFs) within its jurisdiction. This procurement adheres to CBCOG's Procurement Policies and Procedures, which comply with OMB's Uniform Administrative Requirements, 2 CFR Part 200.317-326, and the State of Texas Uniform Grant Management Standards.

II. Project Overview

The selected firm(s) will perform detailed, on-site condition assessments of WWTFs to evaluate and document the condition, capacity, and operational performance of all treatment processes and equipment. The assessments aim to prioritize infrastructure needs and support grant applications to agencies such as the Texas Water Development Board (TWDB), USDA Rural Development, TCEQ, GLO, and other pertinent funding entities.

III. Scope of Services

A major deliverable will be the development of engineering feasibility reports prepared by an engineer registered in Texas to support funding applications for WWTF improvements.

The successful respondent will provide services including, but not limited to:

1. Conducting comprehensive on-site assessments of WWTFs, encompassing all treatment processes and facility systems, potentially including wastewater collection/sanitary sewer systems.
2. Collecting and compiling detailed equipment data, including age, condition, manufacturer specifications, and maintenance history.
3. Evaluating process capacity and equipment performance relative to current and projected demand.
4. Reviewing and documenting existing operational procedures and identifying areas for improvement.



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5. Preparing detailed technical reports summarizing findings, prioritized recommendations, and cost estimates.
6. Assisting in aligning assessment data with the technical requirements of targeted funding programs (e.g., TWDB, USDA, Clean Coast Texas).

Scope of work will be further defined upon selection of successful applicant.

IV. Submission Requirements

Interested firms must submit a Statement of Qualifications that includes:

- A cover letter expressing interest and summarizing relevant experience.
- Company profile, including size, location, relevant licenses/certifications, and key personnel.
- Description of similar projects completed in the last five (5) years.
- Approach to completing the assessment and report deliverables.
- Timeline for completion.
- Anticipated costs.
- Three (3) references from past clients for similar work.
- Minority-owned businesses, women-owned businesses, small businesses, and labor surplus area firms are encouraged to submit qualifications.
- Respondents must not be listed on the federal System for Award Management (SAM) Exclusions List.

V. Evaluation Criteria

SOQs will be evaluated based on the following weighted criteria:

- Compliance with Submission Requirements: 20%
- Experience and Qualifications: 30%
- Quality and Comprehensiveness of Proposed Approach: 30%
- Cost-Effectiveness: 15%
- References and Past Performance: 5%



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VI. Procurement timeline

- RFQ Issued: April 11, 2025
- Questions Due: April 21, 2025
- Answers Posted: April 28, 2025
- SOQ Submission Deadline: May 12, 2025
- Evaluation Period: May 13-27, 2025
- Anticipated Selection Date: May 28, 2025

VII. Submission Details

CBCOG promotes full and open competition. No questions about this RFQ will be answered unless asked in writing before April 16, 2025 via email to llumb@coastalbendcog.org

- Answers will be posted on the CBCOG website by April 28, 2025 at <https://www.coastalbendcog.org/news-articles/public-announcements>
- All SOQs must contain three (3) copies of the response and an electronic copy on a thumb drive. Electronic documents should be in PDF format.
- All SOQs must be submitted to CBCOG in a sealed envelope by 9:00 am on May 11, 2025. The envelope must be clearly marked **RFQCCT-2025-001 Formal Engineering Assessments for Wastewater Treatment Facilities.**
- Bids received after this time will not be considered.
- All bids will be opened and recorded at 2pm on May 12, 2025 at the CBCOG offices.
- Successful vendors will be notified by 5pm on May 28, 2025.

VII. Contact Information

For any questions or further information, please contact:

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