

REQUEST FOR PROPOSAL

WATER AND SEWER OPERATIONS SERVICES

City of Eagle Lake, Texas



PROFESSIONAL WATER AND SEWER OPERATIONS SERVICES
CITY OF EAGLE LAKE, TEXAS

RESPONSES DUE:

August 25, 2023

4:00 p.m.

Central Standard Time

City of Eagle Lake

100 East Main

Eagle Lake, Texas, 77434

**REQUEST FOR PROPOSALS
FOR
PROFESSIONAL WATER AND SEWER OPERATIONS SERVICES
CITY OF EAGLE LAKE, TEXAS**

The City of Eagle Lake (City) is seeking written responses to a Request for Proposals (RFP) for Professional Water and Sewer Operations Services.

Sealed responses addressed to the City of Eagle Lake must be received **BEFORE FRIDAY, AUGUST 25, 2023, 4:00 PM, CDT** to: City Manager, Charles “Tink” Jackson, 100 East Main, Eagle Lake, TX 77434. All Responses must be in the City’s possession on or before the scheduled date and time. **Late responses will not be considered.** Responses submitted to the City of Eagle Lake must be submitted before the due date and time. **The City of Eagle Lake is not open for weekend or holiday deliveries.**

Questions regarding the RFP may be directed to the City Manager at City Hall, 100 East Main, Eagle Lake, TX 77434, or by calling the City Manager at (979) 234-2640, or by email at citymanager@coeltx.net by August 25, 2023, 4:00PM.

The contract will be awarded on the basis of (1) demonstrated competence and qualifications to perform the services, and (2) price.

Firms and/or individuals should have past experience with water and sewer operations services. The City reserves the right to refuse and reject any or all responses, waive any or all formalities or technicalities, accept the response or portions of the response determined to be the best value and most advantageous to the City, and hold the responses for a period of 120 days without taking action. Respondents are required to hold their responses firm for the same period of time.

Please email **one digital copy** of your proposal of services and statement of qualifications to citymanager@coeltx.net, as well as **two (2) hard copies** as directed below.

Hand-delivered & Courier Submissions:

City Manager, Charles “Tink” Jackson
100 East Main, Eagle Lake, TX 77434

LABELING INSTRUCTIONS: Envelopes must be clearly marked:

**REQUEST FOR PROPOSALS
WATER AND SEWER OPERATIONS
[NAME OF FIRM]
[PHONE NUMBER OF FIRM]
[NAME OF PROJECT MANAGER FOR FIRM]**

RFP Packet can be found on the City of Eagle Lake website at www.coeltx.net
Request for Proposals (RFP) Water and Sewer Operations Services

The City of Eagle Lake (City) is seeking to enter a professional services contract for the maintenance and operation of water and sewer systems. The City of Eagle Lake requires

a single, fully licensed operator on a full-time basis to perform daily operations and emergency operations as necessary. The selected contractor will be responsible for maintaining sewer plants, water plants and lift stations, checking residuals, performing monthly testing, and ensuring proper compliance with TCEQ regulations.

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I. **Scope of Work** - The selected contractor will:

- Maintain and operate the city water and sewer systems to comply with TCEQ compliance regulations, including:
 - Maintaining city water plants
 - Maintaining city sewer plant
 - Maintaining lift stations
 - Checking residuals
 - Performing all required monthly tests
 - Ensuring compliance with TCEQ regulations
 - Maintain proper records and provide reports to the Public Works Director or his designee
- Provide such deliverables to The City of Eagle Lake personnel as follows:
 - TCEQ reports
 - DQLR Reports
 - Back Reports Plant logs e Access to plants upon request
 - Completion of DMRs
 - Plant Logs
 - Maintenance and operations of water and sewer systems.
 - Wastewater plant operations
 - Any other matter deemed necessary

II. **Other** - Proposals should include:

- Proof of Required Insurance
 - Worker's Compensation insurance in accordance with the State of Texas
 - Employer's Liability coverage with a limit of not less than \$1,000,000 each employee for Occupational Disease, and \$1,000,000 for each accident
 - Commercial General Liability Insurance coverage for Products/Completed Operation, Blanket Agreemental, Agreementor's Protective Liability Broad Form Property Damage, Personal Injury/Advertising Liability, and Bodily Injury and Property Damage with limits not less than:

- \$2,000,000 General Aggregate Limit
- \$1,000,000 Each occurrence, combined single limit
- \$1,000,000 Aggregate Products, combined single limit
- \$1,000,000 Aggregate Personal Injury/Advertising Liability
- \$1,000,000 Pollution
- Umbrella Excess Liability insurance written as excess of Employer's Liability, with not less than \$1,000,000 each occurrence combined limit

III. **Term** - The City is seeking the following contractual terms:

- Contract preference will be a 3-year term
- Provision for one (1) extension for an equal period of time at the discretion of the City is preferred
- Proposed escalation factors will be taken into price consideration

IV. **Evaluation Criteria** - The proposals received will be evaluated and ranked according to the following criteria:

Criteria	Maximum Points
Experience/Previous Work Performance	50
Capacity to Perform	25
Best Fit	25
Total	100

V. **Deadline for Submission** - Proposals must be received no later than 4:00 P.M. on August 25, 2023 at the following address: PO Box 38 or 100 East Main, Eagle Lake, TX 77434, Attn: City Manager, Charles "Tink" Jackson. A digital copy must also be emailed to citymanager@coeltx.net .