

Public Notice

The Parker County Special Utility District (the "District") is soliciting Statements of Qualifications (SOQ), for professional engineering services associated with proposed water infrastructure improvements. The proposed project will include assistance in application preparation and documentation to Federal, State, and other possible funding sources.

Any contract or contracts awarded under this Request for Qualifications (RFQ) are expected to be funded by grants/loans from the Texas Water Development Board (TWDB). Neither the State of Texas nor any of its departments, agencies, or employees are or will be a party to this RFQ, or any resulting contract. This RFQ is issued in accordance with Section 2254 of the Texas Government Code (Professional Services Act) and Title 40 CFR Part 31 (Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments).

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.

Equal Opportunity in Employment - All qualified Applicants will receive consideration for employment without regard to race, color, religion, sex, age, handicap, or national origin. Bidders on this work will be required to comply with the President's Executive Order No. 11246, as amended by Executive Order 11375, and as supplemented in Department of Labor regulations 41 CFR Part 60. Small, minority, and women-owned business enterprises are encouraged to respond.

The RFQ is available from the District upon request or by picking up a copy at the address below during regular business hours. One (1) copy of the SOQ Package should be submitted by 4:00 P.M. (Local Time), April 4, 2025 in a sealed envelope to the following address and clearly labeled accordingly:

CONFIDENTIAL: STATEMENT OF QUALIFICATIONS ENCLOSED
ENGINEERING SERVICES
ATTENTION: Dakota Tawater, GENERAL MANAGER
PARKER COUNTY SPECIAL UTILITY DISTRICT
500 BROCK SPUR
MILLSAP, TEXAS 76066

The District does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or provision of services, programs or activities. Small Minority and Women's Business Enterprises are encouraged to submit SOQs. The District is an Equal Opportunity Employer. For additional information or to receive the RFQ, please contact Dakota Tawater, General Manager at 817-594-2900 or dakota@parkercountywater.com.

PARKER COUNTY SPECIAL UTILITY DISTRICT
Water System Improvements
Request for Qualifications (RFQ)
Engineering Services

1.0 REQUEST FOR QUALIFICATIONS

1.1 General Information

The Parker County Special Utility District (PCSUD) requests the submission of a Statement of Qualifications (SOQ) from qualified engineering firms with respect to providing for planning, permitting, environmental, design, and construction management phase and other services as necessary, including but not limited to the following types of water system improvements:

- Water System Transmission and/or Distribution Pipelines;
- Water System Modeling;
- Water System Storage Tanks;
- Water System Pumping Facilities;
- Water System Treatment Facilities including high and low pressure membranes;
- Water System Master Planning;
- Water System Impact Fee and Cost-of-Water Rate Evaluations; and
- Necessary Water System Permitting and Regulatory Compliance Tasks.

Funding for these water system improvements may be completed through local PCSUD rate and/or capital funding, possible loan and/or loan forgiveness funding through federal agencies like the United States Department of Agriculture (USDA) or the Environmental Protection Agency (EPA), or possible loan and/or loan forgiveness funding through state agencies like the Texas Water Development Board (TWDB). This Request for Qualifications (RFQ) solicits information enabling PCSUD to determine the highest qualified Engineering Firm that may provide professional engineering services for the planning, design, and construction management of a project or projects solicited under this RFQ.

1.2 Intent

PCSUD intends to hire an Engineering Firm to provide planning, design, and construction management engineering services via a two-step procurement process. PCSUD will evaluate all respondents' Statement of Qualifications in step one and may conduct interviews with short-listed respondents in step two. At the conclusion of either step one or step two of this process, PCSUD will rank candidates by order of highest qualifications and attempt to negotiate a fair and reasonable fixed price contract with the highest qualified Engineering Firm based on a mutually agreed upon scope of work. If unable to negotiate a mutually acceptable agreement, PCSUD will terminate negotiations with the highest qualified Engineering Firm and begin dealing with the next highest qualified candidate. PCSUD will repeat these steps, if necessary, until an acceptable contract is obtained. Complete procedures for procuring the Engineering Services are presented in Section 2.0 of this RFQ.

PCSUD reserves the right to reject any or all qualification statements received in response to this public notice. PCSUD reserves the right to shortlist respondents and base final selection rankings on personal interviews. PCSUD reserves the right to conduct new project planning, design, and construction management phase engineering services selection procedures for this or future projects.

1.3 Standards

Selecting a service provider and awarding a contract may be contingent upon the funding and approval through a state funding agency (such as the TWDB) or through a federal funding agency (such as the USDA or EPA).

This RFQ is 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).

State and Federal requirements are applicable to this Project, including requirements regarding procurement, cost and pricing data, solicitation of Minority and Women's Business Enterprises (MWBE), and Equal Employment Opportunity (EEO). It is the respondent's responsibility to make a good-faith effort to offer a fair opportunity for participation in this project. Documentation of applicable efforts may be required.

Small, Minority, and Women Business Enterprises (SMWBE) are encouraged to submit qualification statements for consideration, as are Small Businesses in a Rural Area (SBRA).

1.4 Project Schedule and Submittal Deadline

The project planning, permitting, environmental, design, and construction management phase services and additional services contract is anticipated to be awarded in Spring 2025. The contract may be extended at the mutual agreement of the parties, or whatever greater period allowed by the funding agency (if using state or federal funds for a given project) during which the contract is in effect.

The SOQ Package (see Section 2.2) must be submitted to PCSUD by 4:00 P.M. local time on April 4, 2025. See Section 2.3 for mailing or delivery instructions.

1.5 Project Description

The proposed various future projects for the period of service may include, at PCSUD's determination and schedule, the following areas of improvements:

- Water System Transmission and/or Distribution Pipelines;
- Water System Modeling;
- Water System Storage Tanks;
- Water System Pumping Facilities;
- Water System Treatment Facilities including low and high pressure membranes;
- Water System Master Planning;
- Water System Impact Fee and Cost-of-Water Rate Evaluations; and
- Necessary Water System Permitting and Regulatory Compliance Tasks.

1.6 Public Record

All data and information submitted by an Engineering Firm in response to this RFQ shall become public information, as provided by the Texas Open Records Act, Texas Government Code Sections 552.001 – 552.026. PCSUD does not assume responsibility for asserting legal arguments for confidentiality on behalf of the Engineering Firm.

1.7 Cost of Preparing Statement of Qualifications Package

Costs for preparing the SOQ Package and any subsequent materials or presentations shall be solely the responsibility of the prospective Engineering Firm.

1.8 Scope of Services

The Selected Engineering Firm shall provide timely and professional planning documents, geotechnical investigations, design surveys, construction plans and technical specifications and contract documents, construction staking, operations and maintenance manuals, and other specific services as discussed below. It is the intent of this RFQ that a consistent quality of services is provided for each assigned Project's components.

The scope of Planning, Design, and Construction Management Phase Engineering Services is expected to include:

- 1.8.1 Attend preliminary conferences with PCSUD, funding agency personnel (depending on the type of funding used for a given project), and other interested parties regarding each assigned Project. Assist PCSUD in the preparation of applications and supporting documents for government grants, loans, or advances in connection with the Project. Assist in the preparation of environmental clearance documents; review and evaluation of the effects on the design requirements for the Project of any such statements and documents prepared by others; and assistance in obtaining approvals of authorities having jurisdiction over the anticipated environmental impact of each assigned Project.
- 1.8.2 Prepare a Preliminary Engineering Feasibility Report or a Preliminary Engineering Report (as applicable for the selected funding method for a given project), which shall, as appropriate, contain schematic layouts, sketches, and conceptual design criteria with appropriate exhibits to indicate the agreed-to requirements, considerations involved, and those alternate solutions available to PCSUD, which the Engineer recommends.
- 1.8.3 Determine the necessity for the acquisition of any additional real property/easements/right-of-way for PCSUD's potential Project(s) and, if applicable, furnish all necessary information such as name and address of property owners, legal descriptions of parcels to be acquired and map of entire tracts with designation of part to be acquired to PCSUD. Prepare property surveys, detailed descriptions of sites, maps, or drawings as required assist in negotiating for land and easement rights.
- 1.8.4 Furnish and submit, on behalf of PCSUD, the engineering data necessary for applications for routine permits by local, state, and federal authorities (as distinguished from detailed applications and supporting documents for government grants-in aid, or for planning advances). The Engineer will also prepare and submit, on behalf of PCSUD, the engineering data and other information as required by the Texas Commission on Environmental Quality (TCEQ) for Texas Pollution Discharge Elimination (TPDES) permits as necessary for a given project and Storm Water Pollution Prevention Plans (SWPPP) as required.
- 1.8.5 Provide field surveys to collect information required for planning and design and complete related office computations and drafting.
- 1.8.6 Perform geotechnical investigations such as auger borings core borings, soil tests, or other subsurface explorations and laboratory testing and inspecting samples or materials relevant to design.
- 1.8.7 Prepare detailed construction plans, specifications and contract documents for the construction authorized by PCSUD in accordance with all State and Federal requirements of each assigned project.
- 1.8.8 Prepare opinions of probable construction cost of the authorized construction for each assigned project. Prepare opinions of anticipated operating cost for assigned projects

including mechanical components.

- 1.8.9 Furnish PCSUD with copies of approved contract documents, including notices to bidders / proposers and proposal forms.
- 1.8.10 Assist PCSUD in the advertisement of each assigned project for bid / proposal opening based on the procurement method selected by PCSUD.
- 1.8.11 Attend the bid / proposal opening and tabulate the bid proposals, analyze the responsiveness of the bidders / proposers, and make recommendations for awarding contract(s) for construction to the lowest responsive bidder / best value proposer.
- 1.8.12 Prepare and coordinate approval of formal Contract Documents and coordinate issuance of Notice to Proceed from the funding agency (as necessary depending on the funding method selected for a given project).
- 1.8.13 Provide field surveys and office computations for construction control staking, including the staking of benchmarks and horizontal control references for the contractor to stake out of work.
- 1.8.14 Consult and advise PCSUD during construction; issue all instructions to the contractor requested by PCSUD and prepare and issue routine change orders with PCSUD's approval. Prepare alternate designs or non-routine contract change orders that are necessary due to no fault of the Engineer and upon approval of PCSUD and the funding agency (as applicable for a given project).
- 1.8.15 Review samples, catalog data, schedules, shop drawings, laboratory, shop, and mill tests of material and equipment, and other data that the contractor submits. The Engineer will review and approve for conformance with the design concept, all shop drawings and other submittals as required by the Contract Documents to be furnished by contractors.
- 1.8.16 Obtain and review monthly and final estimates for payments to contractors and furnish any recommended payments to contractors or suppliers to PCSUD and assemble written guarantees which may be required by the Contract Documents.
- 1.8.17 Attend monthly meetings with PCSUD and the funding agency (as applicable for a given project) during construction. Prepare an operation and maintenance manual that meets applicable TCEQ and funding agency (as applicable for a given project) guidelines for submission to PCSUD before the construction of a given project is 90% complete.
- 1.8.18 Conduct, in the company of PCSUD, a final inspection of the project for compliance with the Contract Documents and submit recommendations concerning an assigned project status of PCSUD's final payment to the contractor. Prior to the submission of recommendation for final payment on a given construction contract, the Engineer will submit a certificate of substantial completion of work done under that contract to PCSUD, the funding agency (as applicable for a given project), and others as required.
- 1.8.19 Revise the Contract Drawings (unless redrawing is required) from as-built drawings submitted by the contractor, to show the work as constructed. The Engineer will provide PCSUD with one set of reproducible records (as-built) drawings and two sets of prints. Such drawings will be based on the resident project inspector's construction data and the construction records provided by the contractor during the construction.
- 1.8.20 Coordinate approval and issuance of Certificate of Acceptance (COA) from the funding agency (as applicable for a given project) and others as required.

- 1.8.21 Conduct, within one month of its expiration, in the company of PCSUD, a warranty inspection of the project for compliance with the Contract Documents and submit recommendations concerning project warranty issues to PCSUD, the funding agency (as applicable for a given project) and others as required.
- 1.8.22 The Engineer shall review the first year's operation of the Project and revise the operations and maintenance manual for the Project as necessary to accommodate actual operational requirements and expenses. Eleven months after initiation of the Project's operation, the Engineer shall advise PCSUD in writing whether the Project meets the project performance standards.
- 1.8.23 The Engineer shall assist in training operating personnel and coordinate the preparation of curricula and training materials for operating personnel.

2.0 INSTRUCTIONS AND PROCEDURES

2.1 Prohibition

Do not submit pricing information. If pricing information is submitted, the response to the RFQ will not be considered.

2.2 SOQ Package Preparation

The Qualification Package will include the following four (4) components and shall be numbered as shown:

- 2.2.1 One Page Transmittal Letter. The letter shall provide the names, title, address (physical and mailing) and telephone number of the official contact and shall be numbered if more than one page.
- 2.2.2 Statement Concerning Insurance. Confirmation that the Engineering Firm will provide general liability insurance, worker's compensation, and professional liability insurance for the project within 10 calendar days of any Notice of Award.
- 2.2.3 Statement Concerning Conflict of Interests. Those interests of the Engineering Firm that would impede with or interfere in the carrying out of the duties and responsibilities of the position of Project Design Engineer are deemed conflicting. Utilize the attached Conflict of Interest Statement form.
- 2.2.4 Qualifications Statement. Use the format in Section 3.0, Statement of Qualifications – Format. No material shall be incorporated by reference only, nor should brochures, photos, or additional data be submitted. Any such material will not be considered in the evaluation process. The entire Qualification Package shall stand alone and include full responses to all RFQ instructions. The Qualification statement must not exceed 30 pages of 8½" by 11" paper.

Note: If the Engineering Firm is a Joint Venture firm, then documentation of its incorporation may be requested.

2.3 Submitting the SOQ Package

The Engineering Firm shall submit five (5) hard copies and one (1) digital pdf format (saved to a USB drive included in the submittal package) of the Statement of Qualifications Package. Packages may be delivered by courier or mail. No faxes will be accepted. The Qualifications Statement Package should be in sealed envelopes or in a sealed box which are clearly labeled and addressed as follows:

The RFQ is available from PCSUD upon request or by picking up a copy at the address below during regular business hours. The required copies of the SOQ Package should be submitted by 4:00 P.M. (Local Time), April 4, 2025, in a sealed envelope to the following address and clearly labeled accordingly:

**CONFIDENTIAL: STATEMENT OF QUALIFICATIONS
ENCLOSED ENGINEERING SERVICES
ATTENTION: DAKOTA TAWATER,
GENERAL MANAGER
PARKER COUNTY SPECIAL UTILITY DISTRICT
500 BROCK SPUR
MILLSAP, TEXAS 76066**

PCSUD does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or provision of services, programs, or activities. Small Minority and Women’s Business Enterprises are encouraged to submit SOQs. PCSUD is an Equal Opportunity Employer. For additional information or to receive the RFQ, please contact the General Manager, Dakota Tawater at (817) 594-2900 or dakota@parkercountywater.com.

Regardless of the submission method, the submission deadline for SOQs is no later than 4:00 P.M. local time, April 4, 2025. PCSUD may not review packages submitted in any other format. Late proposals will not be accepted for review under any circumstances.

2.4 Evaluation Factors and Relative Importance

The following factors, in order of relative importance, will be used in identifying the highest qualified Engineering Firm:

2.4.1 Professional qualifications of the individual(s) (including subcontracted personnel) who will perform the work.

| Criteria | Points |
|---|--------|
| Experience in Transmission and Distribution Systems | 20 |
| Experience in Desalination Treatment | 20 |
| Familiarity with State and Federal Funding Agencies | 10 |
| Experience of Project Team Key Personnel | 20 |
| Capacity to Perform | 20 |
| Familiarity with PCSUD | 10 |
| Total | 100 |

2.5 Inquiries

If any Engineering Firms have any questions or need any additional information to clarify the intent of this RFQ, submit questions or requests in writing as discussed in Section 2.6. PCSUD will collect these questions and respond to all the RFQ Package holders in writing prior to evaluation.

Engineering Firms should not attempt to contact any individual from PCSUD other than in the form provided in this Request for Qualifications. Should any Engineering Firms find discrepancies in or omissions from the RFQ or should the Engineering Firm be in doubt as to their meaning, the Engineering Firm shall notify Dakota Tawater, General Manager at (817) 594-2900 or dakota@parkercountywater.com. Request for clarifications will be received in writing up to 96 hours of the submittal deadline. Answers to all such requests will be given in writing by PCSUD to all prospective Engineering Firms no later than 48 hours of the submittal deadline.

Oral explanations or instructions will not be binding. Written requests for clarifications may be sent to the same address as shown for the final SOQ Package submittal. Clarifications will be sent to all individuals or firms that have received the RFQ.

2.6 Evaluation Process

PCSUD may call upon anyone they deem necessary to assist with the evaluation. PCSUD may obtain information from references. PCSUD may contact the Engineering Firms for the purpose of obtaining additional information or clarification during the evaluation period.

PCSUD will evaluate each Qualification Package received, in accordance with the factors in Section 2.4, based on the contents of the SOQ package, any subsequent written clarifications required, and reference information obtained. PCSUD will not consider any information or data incorporated by the Engineering Firm by reference or otherwise referenced, except it will consider reference information PCSUD obtains from existing and prior clients of the Engineering Firm.

PCSUD may rank and determine the highest qualified Engineering Firm based solely upon the evaluation of the Statement of Qualifications package, any subsequent written clarifications required, and reference information obtained.

If, based on the review of the Qualifications Packages PCSUD deems it necessary to interview Engineering Firms to determine the highest qualified Engineering Firm, PCSUD may identify two or more Engineering Firms to be interviewed using the procedure in Section 2.7.

2.7 Interviews

PCSUD will develop a list of questions to be answered by each Engineering Firm interviewed and provide additional instructions to be followed. PCSUD will rank and determine the highest qualified Engineering Firm upon completion of the interviews.

2.8 Notification of Selection

PCSUD will notify the most qualified Engineering Firm in writing. Upon notification of selection by PCSUD, the Engineering Firm shall submit a detailed cost proposal based on the proposed scope of work. Upon receipt of the proposal, PCSUD and the selected Engineering Firm will attempt to negotiate the scope and extent of work to be performed, time for full performance, compensation, and other terms. The final selection of the successful Engineering Firm will be contingent upon the approval of the PCSUD Board of Directors.

2.9 Additional Information

Any contract awarded from this RFQ is contingent upon the availability of private funds and/or release of funds from federal agencies (such as USDA and/or EPA) or from state agencies (such as TWDB).

Any contract or contracts awarded under this Request for Qualifications (RFQ) may be expected to be funded in part by a loan or loan forgiveness from federal funding agencies (like the USDA and/or EPA) or from state funding agencies (like the TWDB). Neither the State of Texas nor any of its departments, agencies, or employees are or will be a party to this RFQ or any resulting contract.

If any contract assigned under this RFQ is funded through state and/or federal funding, then that contract will be 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) firms. 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 a demonstration of the six affirmative steps. For more details of the DBE Program and the current, applicable fair share goals as applicable for state-funded projects, please visit www.twdb.texas.gov/dbe.

Equal Opportunity in Employment - All qualified Applicants will receive consideration for employment without regard to race, color, religion, sex, age, or handicap or national origin. Bidders on this work will be required to comply with the President's Executive Order No. 11246, as amended by Executive Order 11375, and as supplemented in Department of Labor regulations 41 Code of Federal Regulations (CFR), Part 60. Small, minority, and women-owned firms are encouraged to submit proposals.

3.0 STATEMENT OF QUALIFICATIONS- FORMAT

The information in the Engineering Firm's Statement of Qualifications in this Package shall be presented either on these sheets or in the same order and sequence as outlined below.

3.1 Organization

Describe the Engineering Firm's organization in accordance with the format below:

3.1.1 General:

Firm Name: _____

Address & Phone Number: _____

Texas Board of Professional Engineers Firm Registration Number: _____

Submittal is for: Parent Company Branch Office

Year Firm Established: _____

Former Firm Name(s): _____

Type of Ownership: _____

Name of Parent Company (if any): _____

Name of Principals and Titles:

Principal Name: _____ Title: _____

Principal Name: _____ Title: _____

Principal Name: _____ Title: _____

Principal Name: _____ Title: _____

Principal Name: _____ Title: _____

- 3.1.2 Office Locations, Number of Personnel in each Office, and Types of Disciplines in each Office. Examples of Disciplines: Administrative, Draft persons, Computer Technicians, Civil Engineers, Construction Managers, Inspectors, Schedulers and other.

Office Location: _____ Employees: _____
Disciplines: _____

Office Location: _____ Employees: _____
Disciplines: _____

Office Location: _____ Employees: _____
Disciplines: _____

Office Location: _____ Employees: _____
Disciplines: _____

Office Location: _____ Employees: _____
Disciplines: _____

3.2 Key Personnel/Project Team

- 3.2.1 The Engineering Firm shall provide a brief profile for key personnel that will be assigned to this project. The information for each member of the Project Team must include the following: Name, Area(s) of Expertise, Years of Experience in that area(s), Professional License(s), including registration number(s), (if applicable), TCEQ Licenses, (if applicable) and experience with State and Federal Agencies (if applicable).
- 3.2.2 For those team members who maintain a professional license issued by a state agency, indicate their current standing with that agency.
- 3.2.3 The Engineering Firm shall describe their typical project approach to major infrastructure elements identified in 1.5 and the tasks shown in 1.8 of the RFQ.
- 3.2.4 Include an organizational chart showing participants and disciplines for specific portions of assigned work on this project, and lines of authority for all portions of the work.
- 3.2.5 The Engineering Firm shall provide a list of names and specialties of outside consultants/associates for this project. List specific areas of responsibility (including administrative, technical, and financial) for each firm.
- 3.2.6 Identify the anticipated level of participation of MWBE team members in percent of total work effort.

3.3 Resource Utilization Plan

- 3.3.1 The Engineering Firm shall include a brief statement describing how staff will be provided, allocated, and balanced during sickness, attrition, and periods of increased workloads.

3.4 Workload Status

- 3.4.1 Based on the Engineering Firm's current workload and staffing, indicate the current percentage of capacity at which the Engineering Firm is operating, for key personnel identified by the Engineering Firm.
- 3.4.2 Based on current assignments, backlogged assignments, and known future assignments not

currently in-house, indicate the percentage of capacity that the Engineering Firm will be operating during the time indicated in the RFQ and the ability to meet the time constraints for completion of the project tasks while completing other prior committed workloads which involve members of the team identified for assignment to this project. Also, note any projects and/or clients that the Engineering Firm has been terminated from (if any) over the past 5 years.

3.4.3 Identify the percentage of time key personnel will devote to this project.

3.4.4 Identify tasks to be completed locally, by an identified associated office, or by an identified subcontractor.

3.5 Experience

The Engineering Firm shall list examples of the Firm's project management, design, and construction management experience for water treatment plants, distribution systems, and pumping improvements. List the most recent 5 years of experience (maximum of 10 assignments). Experience must include: Name, Location, Contact Person and Telephone Number, and Date of Engagement for Assignment. In addition, provide information on any major delays in listed projects, causes of those delays, and efforts made by the Engineering Firm to improve the project schedule following the occurrence of the noted delays.

3.5.1 Experience of Key Personnel:

- For the following key personnel, provide a list of projects that the key personnel were directly responsible for in their proposed role for this RFQ. For example, for the lead design engineer, provide examples of projects where the lead design engineer was the responsible Engineer of Record for those projects.
 - Client Liaison / Principal-in-Charge
 - Project Manager
 - Design Manager
 - Lead Design Engineer
 - Funding Support
- Documented direct responsibility of experience for key personnel will be verified with client references.

3.6 References

PCSUD will contact references. In addition to the contact person(s) listed, PCSUD may discuss the Engineering Firm's work performance with any current or former clients and/or employees of the reference firm. References must include Project Name & Location, Engineering Firm's role and responsibility, specific client contacts, list name(s) and phone number(s) of PCSUD(s) representatives, name and phone number of Project Engineer, list name(s) and phone number(s) of Governmental Agency contact and brief description of the projects and Firm's duties.

3.7 Claims/Performance/Insurance/Bonding

3.7.1 If the Engineering Firm is currently involved in litigation or arbitration based on its work, briefly describe the nature of the claim.

3.7.2 If the Engineering Firm has ever been terminated from an assignment for non-performance, please briefly explain.

3.7.3 Name of Engineering Firm's General Liability, Workers Compensation, and Professional Liability insurance carrier and agent's address and telephone number.

3.8 Joint Ventures/Subcontracts

If it is anticipated that this assignment will be executed as a joint venture, and/or if 25% or more of the assignment based on either cost or time is to be subcontracted, provide the company's name of the joint venture partner and/or subcontractor and the proposed work for which it is responsible, as well as representative project experience to verify qualifications of the proposed joint venture partner and/or subcontractor.

3.9 Submittal Signature

Shall Be Signed In Accordance With The Following Format:

Submitted By: (must be principal of the Firm)

Signature

Name (typed)

Date

Title

CONFLICT OF INTERERST STATEMENT

I certify that the following statement is true with respect to the Request of Qualification for Engineering Planning, Design, and Construction Management Services for the areas of water system improvements projects identified in this RFQ for the Parker County Special Utility District.

1. No principal or employee of this firm has offered or promised to pay or deliver directly or indirectly, any commission, political contribution, gift, favor, gratuity, benefit, or reward as an inducement to secure this assignment.
2. No employee, officer, or agent of PCSUD, or their immediate family members, has financial or other interest in this firm;
3. This firm will not engage in construction contracting or in the supply of goods, materials and/or equipment for the construction of this project;
4. This firm is not associated or affiliated, either directly or indirectly, with firms, individuals, or commercial organizations that have a vested interest in the construction of this project.

Signed by Principal of Firm

Name Typed

Title