

CITY OF WALLER, TEXAS
RFQ 2025-09

**NOTICE OF REQUEST FOR QUALIFICATION STATEMENTS FOR
PROVIDING PIPELINE COMPLIANCE SERVICES**

Background

The City of Waller desires to engage a qualified and experienced consulting firm to provide Gas Pipeline Compliance Services.

Any qualified Consultant/firm desiring to provide the specified professional services should submit a packet with the required information to 1218 Farr St, Waller, Texas, 77484.
Attn: Daniel Wilson, Public Works Director.

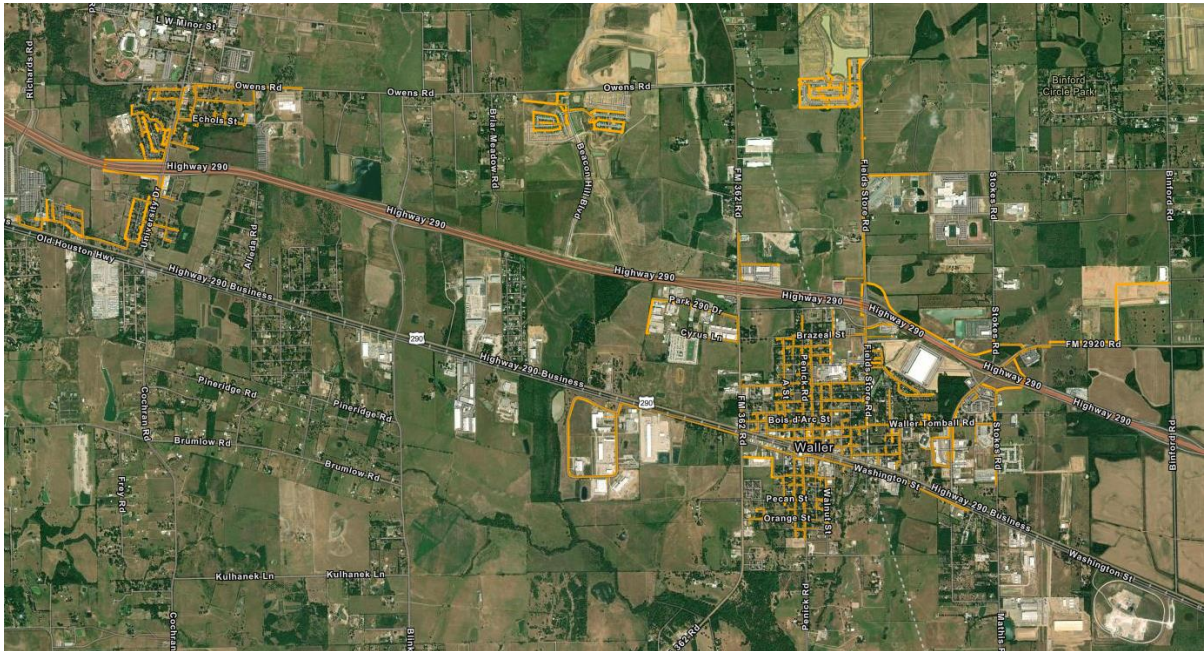


Figure 1. Aerial Photograph showing approximate location of Waller/Prairie View/Beacon Hill Gas Systems.

Scope of Work and Services Required:

- A. The selected consultant/firm shall perform comprehensive pipeline compliance services including but not limited to:
 - 1. Operator Qualifications Manual

2. DIMP Manual
3. Gas Operations and Maintenance Manual
4. Emergency Response Plan
5. Drug and Alcohol Manual
6. SHRIMP preparation
7. PHMSA Filing
8. DAMIS Filing
9. Attend Railroad audits (Price for audit attendance)
10. Drug and Alcohol Compliance program that meets PHMSA Standards
11. Provide Legislative updates annually to ensure compliance

B. Potential responsibilities and desired qualities of Consultant:

1. Develop trust and confidence among the various participants and the city departments; attention to detail, organization and time management skills are a fundamental requirement.
2. Demonstrate knowledge on Gas Compliance Fundamentals
3. Exhibit excellent written and oral communication.

Submittal Format:

All submittals must follow the same format. No exceptions to this format will be accepted. To be accepted for evaluation, the submittal format must address all required components in order.

The aim of the required format is to simplify the submittal preparation and evaluation process and to ensure that all submittals receive the same orderly review.

All submittals must include the following components:

<u>Section</u>	<u>Topic</u>
1	Cover Letter
2	Consultant/Firm Profile
3	Project Services
4	Project Team
5	Related Experience and References
6	Proposed Schedule
7	Additional Information

Submittal Components:

- A. **Cover Letter:** Provide a one- or two-page cover letter. Include the original signed cover letter with the original submittal and a copy of the cover letter with each copy of the submittal.

The cover letter should provide the following:

- A brief statement of the firm's understanding of the project
- The name, title, phone number, fax number, e-mail address and street address of the person in the firm's organization who will respond to questions about the submittal
- Highlights of the firm's qualifications and ability to perform the project services

- B. **Firm Profile:** Provide the following information about your firm:

- The firm's name, e-mail address, business address, phone number and fax number
- Types of services and products offered
- Number of years in business and number of years' experience of pipeline compliance services
- Number of employees
- The location of the offices that would provide the project services
- A brief statement of the firm's background, demonstrating longevity and financial stability

- C. **Project Services:** In this section, which is intended to be the heart of the submittal, describe the respondent's expertise with the methods necessary to perform the project services.

- D. **Project Team:** Start the section by introducing the designated project manager for each key person that you would project experience, education and professional registration. Only submit resumes for individuals that will actually be assigned to the project. Include what percentage of time each person will spend on the project. When a firm has been selected, the City will expect those individuals to be assigned to the project.

- E. **Related Experience and References:** For at least 3 relevant projects/contracts, please include details of scope of work for those contracts.

Please Include the name of the organization and the name of the person there to contact for a reference.

- F. **Proposed Schedule:** Include a brief schedule as necessary to perform the project services. Describe your projected resource availability for the performance of these services.
- G. **Additional Information:** At your discretion, include additional information that supports your submittal. However, the additional information section should be used carefully; this section of the submittal should not constitute the bulk of your submission.

Evaluation of Submittals and Selection Criteria:

H. Method of Award and Evaluation of Factors [x in box shows applicable]

_____ For this solicitation, the City will award the contract to the: Lowest responsible bidder

__X__ Bidder who provides goods or services at the best value for the City.

Lowest Responsible Bidder:

- (a) The contract will be awarded to the lowest responsible bidder based on the base bid plus any selected alternatives provided the amount does not exceed the funds then estimated by the City as available to finance the contract.
- (b) If the contract is bid with alternatives, the City reserves the right to select any combination of alternatives and will then compare all bids using the selected alternatives. If the amount of the bids exceeds the funds available to finance the contract, the City may (i) reject all bids or (ii) may award the contract based on the base bid with such deductions as produces a net total which is available within the available funds.

Best Value:

- (a) In determining best value for the City, the City may consider:
 - 1. The purchase price.
 - 2. The reputation of the bidder and of the bidder's goods or services.
 - 3. The quality of the bidder's goods or services.
 - 4. The extent to which the goods or services meet the municipality's needs.
 - 5. The bidder's past relationship with the municipality.
 - 6. the impact on the ability of the municipality to comply with laws and rules relating to contracting with historically underutilized businesses and non-profit organizations employing persons with disabilities.
 - 7. the total long-term cost to the municipality to acquire the bidder's good or services; and
 - 8. any relevant criteria specifically listed in the request for bids or proposals

- (b) Compliance with all bid requirements, delivery and needs of the City are considerations in evaluating bids. The City of Waller reserves the right to contact any offer or, at any time, to clarify, verify or request information with regard to any bid.
- (4) During the evaluation process, the City reserves the right, where it may serve the City's best interest, to request additional information or clarifications from bidders.

A. **Schedule and Availability:** The resource availability will be evaluated in the choice of a firm.

Questions related to the work scope should be directed to Daniel Wilson, Public Works Director, 1218 Farr St, Waller, TX 77484, 936-372-3880.

Submission Instructions:

Faxed transmittals will not be considered.

Submit 3 copies and 1 original of the Statement of Qualifications.

Label the outside of the sealed package as follows:

**REQUEST FOR QUALIFICATION STATEMENTS AND PROPOSALS FOR
PROVIDING PIPELINE COMPLIANCE SERVICES 2025-09**

City of Waller 1218 Farr St Waller, TX 77484

Deadline: Submittals must be received at the location stated above no later than 2:00 p.m. on May 22nd 2025. Submittals received after the deadline will not be accepted.

Presentations: Any and/or all respondents may be invited to make a presentation. If so, the City of Waller will notify the respondents of the date and time of the presentation.

All costs incurred by the respondent in the presentations will be the responsibility of the respondent. After any such presentations or demonstrations, submittals may be evaluated again.

Submittal Acceptance and Rejection: The City of Waller reserves the right to accept any submittal, to reject any or all submittals, to waive irregularities or informalities in any submittal, and to make the award in any manner deemed in the best interest of the City of Waller.

Bid Schedule:

Publish Date: May 7th 2025 and May 14th 2025 (Waller Times)

Pre Bid Meeting **Non Mandatory** May 15th 2025 at 10:00am CST

Meeting will be held Virtually thru Microsoft Teams

Meeting ID: 270 449 705 182 Password: 9g6CM2SJ

Deadline for Questions: May 20th 2025 at 5:00pm CST

Bid Due By: May 22nd 2025 at 2:00pm CST

Bid opening will follow via Microsoft Teams at 2:01 pm CST

Meeting ID: 217 277 920 163 Password: t8GH3Tb6

Once the committee has reviewed all submittals and they have been scored. The best value candidate will be contacted and notified of award.

Expected award date: June 16th 2025 (at City Council Regular meeting)

INTERLOCAL PURCHASING

The City desires to make available to other local government entities of the State of Texas, by mutual agreement with the successful proposer, properly authorized interlocal purchasing agreements as provided for by the Interlocal Cooperation Act (Chapter 791, Government Code), the right to purchase the same goods, at the prices quoted, for the period of this contract. Proposer shall agree to honor interlocal purchasing orders in accordance with agreement terms and conditions, in addition to orders from the City of Temple. Proposers that will not honor interlocal purchasing agreements must state interlocal agreements as an exception on the Proposer Information Form. The absence of this exception on the Proposer Information Form shall indicate that the proposer agrees to honor any interlocal purchasing agreements.

Questions: If there are any technical questions related to this RFQ, please contact Daniel Wilson., Public Works Director, 1218 Farr St, Waller, Texas, 77484, 936-372-3880.