

## REQUEST FOR QUALIFICATIONS FOR ENGINEER, BOND COUNSEL, AND FINANCIAL ADVISOR

The City of Jefferson (City) requests the submission of qualifications statements, which will lead to the possible award of contracts to provide services for various project involving the City's waterworks and/or sewer system.

### **Scope of Work**

Services to be provided by Engineer: professional engineering services associated with proposed acquisition, design and/or construction of improvements to the City's water and/or wastewater system, including repairs, rehabilitation and/or improvements to water and/or wastewater treatment plant, water and/or wastewater lines, lift stations, manholes, valves, fittings, and related infrastructure improvements; and assistance in application preparation and documentation to federal, state, and other possible funding sources.

Services to be provided by Bond Counsel: assist in obtaining loan and/or grant funding and to provide legal opinion with respect to validity of any debt obligations issued by the City for capital financing for a period of 5 years; preparation of resolution authorizing and securing the debt and/or authorizing any grant agreements as necessary.

Services to be provided by Financial Advisor: strategic financial planning; analysis of market conditions; recommended investments of bond proceeds; provide recommendations to the City for financing through programs established by the Texas Water Development Board (TWDB), including loan and grant funding, for a period of 5 years.

### **Guidelines for Content of Qualification Statements**

DO NOT INCLUDE COST INFORMATION with the qualification statement. Responses that include cost or pricing information will be rejected and will not be considered by the City.

Detailed instructions on preparation of the qualification statement must be obtained from the City. For more information on preparing and submitting the qualification statement, contact Melissa Boyd, City Secretary, at 903-665-3922 or mboyd@cityhallofjefferson.com. This information should be requested as soon as possible in order to allow time to prepare the document and comply with the procedures.

### **Submittal Deadline**

Three (3) copies of the qualifications statement must be filed with the City by 10:00am (Central) on Friday, July 5<sup>th</sup>, at 305 E. Austin St., Jefferson, TX 75657.

Qualifications will be opened and reviewed on July 8<sup>th</sup>, 2024 at 2:30 pm at 305 E. Austin St., Jefferson, TX 75657.

Recommendations and action will be taking at the Regular City Council Meeting on Tuesday, July 16, 2024 at 305 E. Austin St., Jefferson, TX 75657

## **Minimum Qualifications and Selection Criteria**

The City will evaluate the proposals to determine which firm has the best qualifications.

## **Contract Terms and Negotiation Schedule**

Consultants for Bond Counsel, Financial Advisor, Engineering services are expected to negotiate an agreement for services which is acceptable to the City. If an acceptable contract cannot be negotiated, the City may formally end negotiations and begin negotiating with the next highest qualified person or firm.

Contracts are contingent upon release of funds from the TWDB. Any contract awarded under the Requests for Qualifications (RFQs) are expected to be funded in part by a loan from the TWDB. Neither the State of Texas nor any of its departments, agencies, or employees are or will be a party to the RFQs, or any resulting contract. These RFQs are 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).

Contracts are subject to the Environmental Protection Agency's ("EPA") "fair share policy", which includes EPA approved "fair share goals" for MBE and WBE firms in the Construction, Supplies, Equipment; and Services procurement categories. EPA's policy requires that applicants and prime contractors make a good faith effort to award a fair share of contracts, subcontracts, and procurements to small, minority and women-owned business enterprise ("SMWBE") firms.. Although EPA's policy does not mandate that the fair share goals be achieved, it does require applicants and prime contractors to demonstrate us 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](http://www.twdb.texas.gov/dbe).

Prime contractors are required to comply with EPA's good faith effort policy when awarding sub-agreements for construction, supplies, equipment, and services. A complete version of TWDB document, "Guidance for Utilization of Small, Minority, and Women-Owned Businesses in Procurement", is available at: [www.twdb.texas.gov/financial/instructions/doc/TWDB-0210.pdf](http://www.twdb.texas.gov/financial/instructions/doc/TWDB-0210.pdf)

The City is an affirmative action/equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, handicap or national origin. Small, minority, and women-owned business enterprises are encouraged to submit proposals.

CERTIFICATE OF INTERNET POSTING

STATE OF TEXAS §  
COUNTY OF MARION §  
CITY OF JEFFERSON §

I am the CITY SECRETARY of the CITY OF JEFFERSON, and I hereby certify that a true and correct copy of the attached REQUEST FOR QUALIFICATIONS FOR ENGINEER, BOND COUNSEL, AND FINANCIAL ADVISOR was duly posted on June 17, 2024 on the CITY OF JEFFERSON internet website, which can be accessed at <https://www.jeffersontexas.us>, and has remained posted through the date hereof.



Signature: Melissa Boyd  
Melissa Boyd, City Secretary

Date: June 17, 2024