



ON-CALL SERVICES REQUEST FOR QUALIFICATIONS

Wastewater, Stormwater, and Drinking Water Infrastructure
Engineering, Financial, and Grants Management Support (RFQ 2023-EI1)

US Water Alliance

Director of Local Engagement and Senior Advisor for Distributed Infrastructure
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June 2023

Request for Qualifications

On-Call Water, Wastewater, and Drinking Water Infrastructure Engineering,
Financial, and Grants Management Support

Date of Request: June 22, 2023

Submissions Due: July 31, 2023, 5:00 pm ET

Pre-Proposal Video Conference: July 25, 2023, 1:00 pm ET

Zoom Link for Pre-Proposal Conference: <https://us06web.zoom.us/j/89175642034>

Questions Due: July 21, 2023

Background

The US Water Alliance (Alliance) seeks consulting services to provide operational engineering, financial, and grants management services to the Alliance's federally funded Category 3 National Environmental Finance Center (EFC). As an EFC, the US Water Alliance will provide technical assistance (TA) including engineering, financial, managerial, and community engagement support to communities across the country. The services sought through this RFQ will supplement the experience and expertise that will be provided directly by Alliance staff and its partners. The overall goal of this TA is to help communities—especially those that are considered disadvantaged and/or that have not received federal funding for water infrastructure in the past—secure State Revolving Funds (SRF) for stormwater, drinking water, and/or wastewater infrastructure improvements. Additionally, the Alliance seeks to align One Water values with infrastructure planning and investments.

Scope of Services

The Alliance is requesting qualifications from consulting firms for on-call engineering, financial, and grants management services for a two-year period with an option to renew for an additional two to three years depending on need and performance.

This RFQ does not have a defined scope of work for individual projects. Project budgets will vary depending on community needs and availability of funding. This will be an Indefinite Delivery, Indefinite Quantity (IDIQ) Contract. The Alliance anticipates issuing multiple Task Orders to selected consultants under this agreement. Below is a general description of the type of services to be provided by selected consultants. Consultants should specify which services they can provide, as specified in the RFQ Process section below. Communities addressed under this work are likely to be medium-to-large sized with populations of between 250,000 and 1,000,000. It is expected that up to 10 communities per year will be supported under this RFQ.

On-call services include may include but are not limited to:

- Planning and Assessment
 - Assessing and documenting drinking water, wastewater, and stormwater infrastructure needs for communities using a One Water mindset and keeping in mind climate impacts
 - Supporting asset management planning
 - Contributing to, reviewing, implementing, and helping coordinate community work plans
- Project Development
 - Supplying preliminary engineering reports
 - Conducting lead service line inventories
 - Conducting environmental reviews
 - Conducting alternatives analyses
- Partnerships and Engagement
 - Supporting (I.e., providing materials for and taking in feedback from) community engagement efforts led by other team members
 - Supporting decision-maker and board education
 - Supporting capacity-building and training of communities in the areas identified in this RFQ
- Project Delivery Oversight
 - Providing oversight and advising on engineering design development, construction bids, and project delivery
 - Reviewing engineering designs completed by other firms to ensure consistency with operational assessments
- Funding and Financing
 - Supporting identification and development of funding options
 - Supporting communities in developing and submitting State Revolving Fund and other related funding applications
- Grants Management:
 - Supporting communities with compliance with federal requirements including Domestic preference and The Davis-Bacon Act
 - Providing guidance to communities on financial reporting
- Program Management Support
 - Collaborating with other team members, including US Water Alliance staff and their partners, who together will provide comprehensive TA to communities throughout the country

Amount of Funding

The total amount of funding potentially available under this RFQ is approximately \$1,000,000 per year, allocated across multiple qualified firms. Actual allocations will depend on the quality of applications, community needs, and other applicable considerations. It is anticipated that the Alliance will pre-qualify up to 12 engineering firms under this RFQ. The project period for this RFQ will be a two-year period with an option to renew for an additional two to three years depending on need and performance.

This will be an Indefinite Delivery, Indefinite Quantity (IDIQ) Contract and selection does not guarantee a specific volume of work or a contracted amount. The Alliance reserves the right to make no selection under this RFQ or to make fewer selections than anticipated.

RFQ Process

All statements of qualifications must be **emailed to Paula Conolly at efc@uswateralliance.org by Thursday, July 31, 2023, at 5:00 pm ET**. Statements of qualifications should be submitted as a single, multi-paged electronic PDF. Prospective consultants may submit questions about this RFQ to efc@uswateralliance.org. The deadline for questions is Monday, June 21, 2023, at 5:00 pm ET.

Submission Requirements

Prospective consultants and/or any sub-consultants must present satisfactory evidence to the Alliance indicating their ability to meet the scope of services. To ensure consistency, responses should not exceed 20 pages and must conform to the following format:

- 1. Cover Letter (10 points):** Each consultant must include a cover letter that identifies the consultant, their place of business, the name, e-mail address, and telephone number of the primary contact person, and a summary of interest in this RFQ.
- 2. Summary of Qualifications (15 points):** Include a statement (up to one page) of qualifications that includes a summary of experience that pertains to the proposed services listed in the RFQ. Briefly discuss the consultant's total capabilities, resources, and availability. Describe the value the consultant brings to the work and the technical assistance field.
- 3. Services Offered (20 points):** Provide up to a one-page summary for each applicable service that the consultant is offering. Provide brief summaries of the location and scope of recent projects that show experience in the services offered. The consultant should also provide the names of key personnel charged with managing the contract.
- 4. Work Samples (25 points):** Provide up to five (5) examples of representative work experience.
- 5. Team Lead (10 points):** Provide a one-page resume for the primary point of contact and/or project manager (not included in the total page count).
- 6. Key Personnel (10 points):** Append up to five (5) additional resumes of key personnel who will be charged with implementing the primary services offered. Resumes shall not exceed 1 page (not included in the total page count).
- 7. Hourly Rates (5 points):** Append a rate sheet with current hourly rates for each position.
- 8. References (5 points):** Provide a minimum of three (3) client references. Include the names of contact persons, an address, a telephone number, and an email address. Indicate relevant projects that the consultant has performed for the client.

Evaluation

The Alliance and its partners will review all submissions and select the most qualified statements based on the criteria listed below. Submittals will be evaluated using the following criteria. Scores represent the maximum points for each criterion.

ITEM	SUBMITTAL ELEMENT	POINTS
1	Cover Letter	10
2	Summary of Qualifications	15
3	Services Offered	20
4	Work Samples	25
5	Team Lead	10
6	Key Personnel	10
7	Hourly Rates	5
8	References	5
Total		100

Selection Process

The Alliance will score each submission according to the criteria above to determine a shortlist of consultants. Finalists may be invited to participate in a virtual interview with the Alliance and partners. However, the Alliance reserves the right to select consultants based solely on the evaluation of the submittals alone and not proceed to interviews.

Additional Requirements

All contractors will be subject to compliance requirements under federal law. Conditions of the contract will require that contractors do not participate in the development of procurement specifications or other activities while providing technical assistance that violate the provisions in 2 CFR 200.319 on full and open competition for federally funded contracts.

The Alliance reserves the right to reject any Statement of Qualifications and to waive any and all formalities, irregularities, or technicalities. The Alliance reserves the right to select the firm(s) that best meets its needs and negotiate a final contract and task order(s). The Alliance is not responsible for any costs or expenses incurred by any firm in submitting a response to this RFQ.