

**ENGINEERING SERVICES**  
**REQUEST FOR QUALIFICATIONS**

The City of Lindsay, Texas is seeking qualifications for professional services with a State-registered engineer for a project expected to be awarded under the Clean Water State Revolving Fund (CWSRF) program from the Texas Water Development Board (TWDB). Contract will be awarded contingent upon receipt of TWDB funding.

SCOPE OF WORK: The engineering contract will encompass project related engineering services, including but not limited to the following:

1. Preparation of design documents for the project;
2. Assistance in preparation of the Environmental Information Document;
3. Assistance to the City and City's consultants in preparation of the TWDB loan application;
4. Preparation of bid packages and assistance with project bidding;
5. Construction observation, construction administration, and contract coordination with TWDB; and,
6. Preparation of permits as scoped and necessary for project.

PROJECT DESCRIPTION: Project consists of the design, development and construction of wastewater treatment components and other wastewater system improvements located in the City of Lindsay, Texas.

STATEMENT OF QUALIFICATIONS: We are seeking to contract with a competent engineering firm, registered to practice in the State of Texas that has had experience in the following areas:

1. Design of public wastewater systems.
2. Federally funded construction projects (TWDB CWSRF);
3. Design/Construction phase engineering services for wastewater systems;
4. Projects located in this general region of the state

Please provide within your qualifications a list of past clients, local governments, as well as resumes of key employees who will or may be assigned to provide assistance for this project if your firm is awarded an engineering services contract.

This contract is contingent upon release of funds from the Texas Water Development Board (TWDB). Any contract or contracts awarded under this Request for Qualifications (RFQ) 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 party to this RFQ, or any resulting contract. RFQ's are issued in accordance with Section 2254 of the Texas Government Code (Professional Services Act).

This contract is subject to the Environmental Protection Agency's (EPA) Disadvantaged Business Enterprise (DBE) Program, which includes EPA approved fair share goals for 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 the demonstration of the six affirmative steps. For more details of the DBE program please visit [www.txdb.texas.gov/dbe](http://www.txdb.texas.gov/dbe).

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER -- 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 applicable President's Executive Orders as supplemented in Department of Labor regulations.

**Small, minority and women-owned business enterprises are encouraged to submit qualification statements.**

SELECTION CRITERIA: City may use the following selection criteria and point system to evaluate and score each proposal.

- |   |           |
|---|-----------|
| • EXPERIENCE OF PERSONNEL                                     | 30 POINTS |
| • TEAM MEMBERS  | 20 POINTS |
| • REFERENCES  | 10 POINTS |
| • CAPACITY TO PERFORM   | 10 POINTS |
| • FAMILIARITY WITH THE CITY AND TEXAS WATER DEVELOPMENT BOARD | 30 POINTS |

TOTAL 100 POINTS

CONTRACT TERM AND NEGOTIATION: The selected consultant is expected to negotiate an agreement that is acceptable to the City. If an acceptable contractor cannot be negotiated, the City may formally end negotiations and negotiate with the next highest qualified firm.

RECEIPT OF PROPOSALS: If your firm is interested in being considered as Engineer for the City for this project, proposals must be received no later than 3:00 p.m. (local time) Wednesday, October 30<sup>th</sup>, 2024, at the office of the City. The City will accept three (3) sealed hard copies; applicant should clearly mark on the face of the shipping material "**SEALED WWTP ENGINEERING RFQ RESPONSE**".

Hand deliveries can be made at City Hall during the City's business hours at:

City of Lindsay  
Attn: Monica Laux, City Secretary  
608 Ash Street, Lindsay, TX 76250  
Phone: 940-665-4455

**Do not mail responses to the City's physical address**

Mailed responses should be sent to:

City of Lindsay  
PO Box 153  
Lindsay, TX, 76250

**FINANCIAL ADVISOR  
REQUEST FOR QUALIFICATIONS**

To provide advice and professional recommendations to the City of Lindsay (the "City") for capital financing and provide assistance with possible loan, grant or disadvantaged funding through the Texas Water Development Board ("TWDB").

**A. INTENT OF PROPOSAL**

The City is soliciting Request for Proposals ("RFP") and Statement of Qualifications from interested qualified professionals to provide: strategic financial planning; analysis of market conditions; recommended investments of bond proceeds; and provide recommendations to the City for financing through programs established by TWDB. The City reserves the right to accept or reject any or all proposals for any reason it finds to be in the best interest of the City.

The city seeks to afford the opportunity for qualified SBE, MBE, and WBE firms to propose to provide the services described herein.

**B. SCOPE OF SERVICES**

The services to be provided by the Financial Advisor shall include, but are not limited to, the following:

- Direction and coordination of all programs of financing, specifically including preparation and coordination of filing an application with the TWDB for loan or grant assistance
- Advise the City of current bond market conditions
- Recommend method of sale of debt instruments
- Advise publications of forthcoming sales
- Arrange for reports of independent consultants
- Recommend as to the advisability of obtaining credit ratings and coordinate preparation and submission of information to rating agencies
- Coordinate, prepare and submit required information to recognized bond insurance companies for insurance qualification, including for a TWDB loan
- Coordinate efforts for delivery of debt instruments and preparation and verification of closing figures
- Maintain liaison with Bond Counsel in preparation of all legal documents
- Counsel in selection of paying agent/registrar
- Print all debt instruments
- Deliver schedule of annual debt requirements on debt instruments
- Attend meetings as requested
- Advise of changes in Federal and State laws and regulations

6. assist, if requested, in the evaluation and award of any and all contracts for wastewater system improvements to be constructed by the City and to be funded from the Financing for the Project;
7. assist the City in making such amendments to its City policies, rules, and regulations to meet implementation or regulatory requirements under TWDB loan and/or loan forgiveness rules; and
8. the attendance at City Council meetings or meetings with the TWDB as necessary for the Financing of the Project.

### C. STATEMENT OF QUALIFICATIONS

The Proposer shall provide a description of the history and background of the firm, identification of the services currently being provided to municipalities in Texas and other information relevant to the provision of Bond Counsel Services.

1. General information about the firm.
  - a. Name, address, and telephone number of the firm.
  - b. History of the firm.
  - c. List names and titles of officers of the firm who will be directly responsible for Bond Counsel services.
  - d. Information pertaining to the firm's compliance with licensing and other requirements.
2. References – List three (3) references of entities or governmental entities for which similar services have been provided.
3. Identify personnel to be assigned responsibility for administering the account (provide resume and location for the individual representative that the firm will assign to the account).
4. List the experience of the individuals assigned to the account with the Texas Water Development Board's Program and placement of debt instruments with the Board. Please list the work performed, including the dollar amount of the debt issue or other financing. Please include the names, addresses, and telephone numbers of contact persons.
5. Additional services—describe any other service or experience of the firm, which you deem beneficial in acting as Bond Counsel to the City.
6. Attach a copy of the bond counsel services contract proposed by our firm without fee information.

#### D. RECEIPT OF PROPOSALS

If your firm is interested in being considered for this project, proposals must be received no later than 3:00 p.m. (local time) Wednesday, October 30<sup>th</sup>, 2024, at the office of the City. The City will accept three (3) sealed hard copies; applicant should clearly mark on the face of the shipping material “**SEALED WWTP BOND COUNSEL RFQ RESPONSE**”.

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#### E. SELECTION CRITERIA

The City may consider the following criteria in selecting the highest-qualified firm or person: EXPERIENCE OF PERSONNEL, TEAM MEMBERS, REFERENCES, CAPACITY TO PERFORM, FAMILIARITY WITH THE CITY AND TEXAS WATER DEVELOPMENT BOARD or similar funding agency/programs.

#### F. ADDITIONAL INFORMATION

This contract is contingent upon release of funds from the Texas Water Development Board (TWDB). Any contract or contracts awarded under this Request for Qualifications (RFQ) 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 party to this RFQ, or any resulting contract. RFQ’s are issued in accordance with Section 2254 of the Texas Government Code (Professional Services Act).

This contract is subject to the Environmental Protection Agency’s (EPA) Disadvantaged Business Enterprise (DBE) Program, which includes EPA approved fair share goals for 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 the demonstration of the six affirmative steps. For more details of the DBE program please visit [www.txdb.texas.gov/dbe](http://www.txdb.texas.gov/dbe).

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER -- 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 applicable President's Executive Orders as supplemented in Department of Labor regulations.

**Small, minority and women-owned business enterprises are encouraged to submit qualification statements.**

**BOND COUNSEL**  
**REQUEST FOR QUALIFICATIONS**

To provide assistance with possible loan and to provide objective legal opinion with respect to the validity of authorizing and issuing evidences of indebtedness (the "Obligations") by the City of Lindsay (the "City") for capital financing and provide assistant with possible loan, grant or disadvantaged funding through the Texas Water Development Board ("TWDB").

**A. INTENT OF PROPOSAL**

The City is soliciting Request for Proposals ("RFP") and Statement of Qualifications from interested qualified professionals to provide the following: assist in obtaining loan and to provide legal opinion with respect to assessing the viability of authorizing and issuing evidences of indebtedness by the City for capital financing or refinancing; preparation of resolution, indenture or other authorizing and securing the Certificates of Obligation and other authorizing documents as necessary. The City reserves the right to accept or reject any or all proposals for any reason it finds to be in the best interest of the City.

The City seeks to afford the opportunity for qualified SBE, MBE, and WBE firms to propose to provide the services described herein.

**B. SCOPE OF SERVICES**

The services to be provided by the Bond Counsel shall include the following duties, as necessary:

1. preparation of any and all documentation necessary to assist in the securing of Financing for the Project including application to the TWDB under the TWDB Clean Water State Revolving Fund ("CWSRF") Program;
2. assist in the preparation and negotiation of a Loan Forgiveness Agreement between the City and the TWDB;
3. assisting in the preparation of any and all documentation, including escrow and related agreements, necessary to meet the obligations of the City under any approved TWDB Resolution for the use of loan proceeds provided under a Loan Forgiveness Agreement for the financing for the Project;
4. draft resolutions as may be necessary to implement any of the City's responsibilities under any TWDB Loan Forgiveness Program;
5. assist, if requested, in the preparation of and/or review of contract documents necessary for the public bidding of any and all wastewater capital improvement projects anticipated to be funded under the Financing for the Project;



- Advise on investment of funds as requested
- Advise and assist in exercising any call and/or refunding
- Advise and assist in the development of long-range financing plan
- Provide all financing planning services as requested
- Testify in litigation as requested
- Make recommendation on matters of credit enhancement

### C. STATEMENT OF QUALIFICATIONS

The Proposer shall provide a description of the history and background of the firm, identification of the services currently being provided to municipalities in Texas and other information relevant to the provision of Financial Advisory services. The following information shall be included in your proposal:

1. General Information about the firm.
  - A. Name, address and phone number of the firm.
  - B. History of the firm.
  - C. List names and titles of the firm who are directly responsible for financial advisory services.
  - D. Information pertaining to the firm's compliance with licensing and other requirements of the Securities Exchange Commission, the National Association of Securities Dealers and the Municipal Securities Rule Making Board.
2. References – List of three (3) references of cities for which similar services have been provided.
3. Identify personnel to be assigned responsibility for administering the account (provide resume and location for the individual representatives that the firm will assign to the account).
4. List the experience of the individuals assigned to the account and placement of debt instruments with the TWDB. Please list the work performed, including the dollar amount of the debt issue or other financing. Please include the names, addresses, and phone number of contact persons.
5. Additional services – Describe any other service or experiences of the firm which you deem beneficial in acting as Financial Advisor to the City.
6. Attach a copy of financial advisory services contract proposed by your firm without fee information.

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