

**ENGINEERING SERVICES  
REQUEST FOR PROPOSALS  
AND  
STATEMENT OF QUALIFICATIONS**

To provide advice, professional recommendations and engineering services to the City of Zavalla (the "City") for various capital financing projects and provide assistance with possible loan, principal forgiveness or disadvantaged funding through the Texas Water Development Board ("TWDB") and other potential funding sources. This solicitation is intended to cover any financial assistance received by the City from the TWDB for a period of three years following the date of award of any contracts pursuant hereto, whether from the Drinking Water State Revolving Fund, Clean Water State Revolving Fund, Economically Distressed Areas Program, or any other financial assistance program administered by the TWDB during said three-year period.

**I. Scope of Work** – The engineering contract will encompass all project-related engineering services for the City, including but not limited to the following:

- Preparation of an Engineering Feasibility Report and, if required, an Environmental Information Document in accordance with requirements of the Texas Water Development Board (TWDB)
- Preliminary and final design of plans and specifications
- Preparation of the bid packet and construction documents
- Construction phase engineering and inspections (interim and final)
- Right-of-way and land acquisition services
- Other special services as may be required.

**II. Statement of Qualifications** – The City is seeking to contract with a competent engineering firm, registered to practice in the State of Texas, that has experience in the following areas:

- Experience with municipal waterworks/wastewater projects.
- Experience with TWDB funded construction projects.
- Projects located in this region of the state.
- Projects incorporating design and construction of water/wastewater systems.

As such, please provide within your proposal a list of past projects with contact information, as well as resume of all engineers who will or may be assigned to this project, if you are awarded the engineering services contract.

**III. Evaluation Criteria** – The proposals received will be evaluated and ranked according to the following criteria:

<u>Criteria</u>	<u>Maximum Points</u>
Experience	25
Past Work Performance	25
Capacity to Perform	15
Familiarity with this Project	25

Affirmative Action  
Total

10  
100

**IV. Receipt of Proposals** – If your firm is interested in being considered as the Engineer for the City, proposals must be received no later than 2:00 P.M. (local time) September 19, 2024, at City Hall. Three (3) hard copies and one (1) digital copy of the proposal must be sealed and clearly marked on the face of the shipping material “ENGINEERING SERVICES RFP.”

**CONFIDENTIAL: STATEMENT OF QUALIFICATIONS ENCLOSED  
ENGINEERING SERVICES**

**ATTENTION: Richard Brunk, Mayor  
CITY OF ZAVALLA  
242 E. Main St.  
Zavalla, TX 75980**

For additional information or to receive the RFP, please contact Jennifer Moore, City Secretary at (936) 897-3311 or [jmoore@cityofzavalla.com](mailto:jmoore@cityofzavalla.com).

The City reserves the right to negotiate with any and all engineers of firms that submit proposals, as per the Texas Professional Services Act. Qualified SBE, MBE and WBE firms are encouraged to submit proposals in response to this invitation. The City affords Affirmative Action to qualified small, minority and women-owned businesses. Please note that the successful respondent is required to make a “good faith effort” toward affording opportunity for qualified SBE, MBE, and WBE participation and submit, if required, supporting documentation to the TWDB.

**V. Additional Information**

- A. This contract is contingent upon release of funds from the Texas Water Development Board (TWDB).
- B. Any contract or contracts awarded under this Invitation for Bid (IFB) or Request for Proposal (RFP) are expected to be funded in part by a loan or principal forgiveness from the TWDB. Neither the State of Texas nor any of its departments, agencies, or employees are or will be a party to this IFB, RFP, or any resulting contract.
- C. 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](http://www.twdb.texas.gov/DBE).

D. 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 11.375, and as supplemented in Department of labor regulations 41 CFR; Part 60. Small, minority and women-owned firms are encouraged to submit proposals.

**BOND COUNSEL  
REQUEST FOR PROPOSALS  
AND  
STATEMENTS OF 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 Zavalla, Texas (the "City") for capital financing and provide assistance with possible loan, grant or disadvantaged funding through the Texas Water Development Board ("TWDB"). This solicitation is intended to cover any financial assistance received by the City from the TWDB for a period of three years following the date of award of any contracts pursuant hereto, whether from the Drinking Water State Revolving Fund, Clean Water State Revolving Fund, Economically Distressed Areas Program, or any other financial assistance program administered by the TWDB during said three-year period.

**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 ordinance authorizing and securing the Obligations (the "Ordinance") 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:

- Assist in preparing legal documents in connection with the financing program.
- Render an objective legal opinion with respect to assessing the viability of authorizing and issuing evidences of indebtedness.
- Examine applicable law.
- Prepare the Ordinance and other authorizing documents.
- Consult with the parties to the transaction prior to the issuance of the Obligations.
- Secure TWDB and Texas Attorney General approval of the Obligations and the registration of the Obligations by the Comptroller of Public Accounts of the State of Texas.
- Review certified proceedings.
- Undertake such additional duties as deemed necessary to render the opinion with respect to each Obligations issue.

**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 of two (2) references to those listed in #1 above.
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 with the Texas Water Development Board's Program (Bond 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 bond counsel services contract proposed by your firm without fee information.

#### **D. RECEIPT OF PROPOSALS**

If your firm is interested in being considered as Bond Counsel for the City, proposals must be received no later than **2:00 PM (local time) on September 19, 2024**, at City Hall. Three (3) hard copies and one (1) digital copy of the proposal must be sealed and clearly marked on the face of the shipping material "BOND COUNSEL RFP".

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**BOND COUNSEL SERVICES**  
**ATTENTION: Richard Brunk, Mayor**  
**CITY OF ZAVALLA**  
**242 E. Main St.**  
**Zavalla, TX 75980**

For additional information or to receive the RFP, please contact Jennifer Moore, City Secretary at (936) 897-3311 or [jmoore@cityofzavalla.com](mailto:jmoore@cityofzavalla.com).

**E. SELECTION CRITERIA**

The following criteria will be used as a basis for the selection of the Bond Counsel:

- **EXPERIENCE OF PERSONNEL** **35 POINTS**  
To assess the background and experience of the personnel in working with Texas Public Finance Entities.
  - **TEAM MEMBERS** **25 POINTS**  
To identify the personnel the firm proposes to commit on a day-to-day basis and evaluate the specific qualifications of these individuals.
  - **REFERENCES** **15 POINTS**  
To demonstrate client satisfaction and the candidate's familiarity with municipal issues.
  - **FINANCIAL CONDITION** **15 POINTS**  
To demonstrate the firm's financial condition.
  - **TEXAS WATER DEVELOPMENT BOARD FINANCING PROGRAMS** **10 POINTS**  
To provide a preference to firms with experience using the Texas Water Development Board's Financing Programs.
- TOTAL** **100 POINTS**

**F. ADDITIONAL INFORMATION**

1. This contract is contingent upon release of funds from the Texas Water Development Board (TWDB).
2. Any contract or contracts awarded under this Invitation for Bid (IFB) or Request for Proposal (RFP) 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 this IFB, RFQ, or any resulting contract.
3. 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](http://www.twdb.texas.gov/DBE).
4. Equal Opportunity in Employment - All qualified Applicants will receive consideration for employment without regard to race, color, religion, sex, age, handicap of national origin. Bidders on this work will be required to comply with the President's Executive Order No. 11246, as amended by Executive Order 11.375, and as supplemented in Department of labor regulations 41 CFR; Part 60. Small, minority and women-owned firms are encouraged to submit proposals.

**FINANCIAL ADVISOR  
REQUEST FOR PROPOSALS  
AND  
STATEMENT OF QUALIFICATIONS**

To provide advice and professional recommendations to the City of Zavalla (the "City") for various capital financing projects and provide assistance with possible loan, grant, or disadvantaged funding through the Texas Water Development Board ("TWDB"). This solicitation is intended to cover any financial assistance received by the City from the TWDB for a period of three years following the date of award of any contracts pursuant hereto, whether from the Drinking Water State Revolving Fund, Clean Water State Revolving Fund, Economically Distressed Areas Program, or any other financial assistance program administered by the TWDB during said three-year period.

**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 listed below:

- 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.  
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. List of three (3) references 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 numbers 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.

#### **D. RECEIPT OF PROPOSALS**

**If your firm is interested in being considered as Financial Advisor for the City, proposals must be received no later than 2:00 P.M. (local time) September 19, 2024, at City Hall. Three (3) hard copies and one (1) digital copy of the proposal must be sealed and clearly marked on the face of the shipping material "FINANCIAL ADVISOR RFP."**

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ATTENTION: Richard Brunk, Mayor  
CITY OF ZAVALLA  
242 E. Main St.  
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For additional information or to receive the RFP, please contact Jennifer Moore, City Secretary at (936) 897-3311 or [jmoore@cityofzavalla.com](mailto:jmoore@cityofzavalla.com).

#### **E. SELECTION CRITERIA**

The City shall use the following selection criteria and point system to evaluate and score each proposal.

<b>Criteria</b>	<b>Points</b>
Experience	40
Capacity to Perform	40
Familiarity with the TWDB	10
Affirmative Action	10

#### **F. ADDITIONAL INFORMATION**

1. This contract is contingent upon the release of funds from the Texas Water Development Board (TWDB).
2. Any contract or contracts awarded under this Invitation for Bid (IFB), or Request for Proposal (RFP) 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 this IFB, RFP, or any resulting contract.

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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](http://www.twdb.texas.gov/dbe).
  
4. Equal Opportunity in Employment - All qualified Applicants will receive consideration  
for employment without regard to race, color, religion, sex, age, handicap of national  
origin. Bidders on this work will be required to comply with the President's Executive  
Order No. 11246, as amended by Executive Order 11.375, and as supplemented in  
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