



BENBROOK WATER AUTHORITY

September 6, 2022

RE: Request for Statements of Qualifications (“SOQ”)
for Professional Services
Facility Building Remodel / Expansion

The Benbrook Water Authority (“BWA”) is seeking a qualified consulting firm or firms with expertise in the planning, design, and construction of municipal facilities for the purpose of remodeling and/or expanding its Administration and Operations facility.

Elements which may be included in the scope of work for the upcoming project include:

1. Concept/Site Planning & preliminary architectural services to address:
 - a. Potential expansion of the fleet maintenance, warehouse space and equipment maintenance space(s)
 - b. Improvements to in-facility document storage
 - c. Improvements to employee restrooms/locker-rooms
 - d. Office space needs of existing and future workforce
2. Design & Bid Phase Services
3. Permit and/or regulatory compliance coordination
4. Construction Phase Services, including general representation and field observation.

If your firm is interested in a future assignment of this type, please provide your firm;s information and upload your statement of qualifications at <https://www.benbrookwater.com/183/Bids-Notices> no later than 5:00pm on Friday September 30.

The SOQ should include, as a minimum, the following:

1. Written narrative that includes a comprehensive description of your firm’s qualifications to provide the services required for the project as described above;
2. A brief description of at least five (5) similar projects performed by your firm;
3. A project organization chart indicating the firm’s project management structure including required disciplines applicable for the type of project;
4. Resumes for individuals that may serve in a significant project role.

Responses should be limited to 10 pages or less, excluding the cover letter and resumes. Resumes may be included as an appendix. If your firm has a preprinted company brochure listing a broader range of services, please feel free to include it as a separately bound document.

All expenses for preparation of SOQ’s will be unreimbursed.

Following review of the SOQ’s, BWA reserves the right to “short-list” two or more firms for further consideration through an interview process, or to select a finalist from which BWA will request a written proposal. BWA intends to notify firms of its selection(s) within 10 business days of receipt of the SOQs.

Water Is Life

Please acknowledge receipt of this of this invitation to submit an SOQ and any questions you may have at your earliest convenience to me via e-mail at galford@benbrookwater.com, or at the address provided above.

If you have any questions, please contact me at the e-mail address provided, or by phone at (817) 443-3131.

Thank you for your time and effort in considering these assignments.

Sincerely,

Benbrook Water Authority

A handwritten signature in black ink, appearing to read "Gary L. Alford". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Gary L Alford, MBA
Administrative & Operations Support Manager

cc: David M. Smith, P.E. – General Manager