

**City of Round Rock**  
**Request for Information**  
**Alternative Water Supplies**

**Release Date:** September 5, 2019

**Deadline:** October 30, 2019 @ 2:00 PM Central Time

## I. Introduction

The City of Round Rock (“Round Rock” or “the City”) is considering entering into a water supply contract to supplement the City’s current water supplies. This Request for Information (RFI) is being made to identify potential water suppliers and determine basic costs associated with the water source.

The water supply sought by the City is intended to supplement and diversify the City’s existing and future water supplies. Round Rock is interested in proposed water supply projects that will be compatible with the City’s existing water supplies and will be sustainable through a drought worse than the drought of record.

This RFI is the first step in a potentially multi-phase process. This RFI may be used to prepare a Request for Proposal or similar document for the acquisition of an alternative water supply. Qualified, responsive submittals will be evaluated and scored, and the City may request detailed proposals from the list of respondents.

## II. Questionnaire

Questionnaire responses are limited to 20 pages total. One page is defined as one side of an 8.5” x 11” paper. Except for as noted below (maps and organizational chart), paper larger than 8.5” x 11” shall count as two pages. Binding covers and section dividers do not count toward the page limit. The response shall be organized as follows:

### 1. **Introduction of Respondent**

Provide a brief introduction to the responding team, including any information deemed necessary to familiarize the City with your organization’s strengths and capabilities. Identify the primary business function and describe the business’ history and current financial stability.

### 2. **Volume Requirement**

Describe how the following two alternative firm annual supply volumes and delivery capacities can be provided:

- i. 11,200 acre-feet per year (acft/yr) (10 million gallons per day (mgd), with a delivery capacity of 10 mgd (no peaking capacity); and
- ii. 16,800 acft/yr (15 mgd), with a delivery capacity of 30 mgd.

### 3. **Maps**

Provide maps showing the location of all proposed facilities (wells, diversion structures, treatment facilities, storage tanks, pump stations, and pipelines).

### 4. **Water Quality**

Provide information demonstrating the proposed water is in accordance with TCEQ drinking water standards. Provide water quality information for the proposed water.

Describe the water quality of the proposed source(s) and how the water quality requirements will be met by your source(s) of supply. The water quality of the City's existing supplies are shown in Exhibit A.

**5. Project Solution**

Discuss your approach for acquiring surface water and/or groundwater rights, groundwater district permits, construction easements and real property required to construct facilities, environmental considerations, and any local, state and federal permits required. Describe how your project solution will differ between the supply volumes and delivery capacities.

**6. Ownership and Control**

Identify the source (aquifer and county for groundwater; river or reservoir name for surface water) and the specific sources of ownership. Discuss how you have acquired, or plan to acquire, the rights to develop the water source(s). Describe the timeline you expect for acquisition of all required water rights and permits. Describe how you will protect those water rights and permits from degradation by others.

**7. Permits Required and Permitting Strategy**

Identify the various local, state and federal permits required to successfully deliver water to the City, and your strategy for obtaining each.

**8. Price and Financing**

For each supply volume, provide the following:

- The total cost of water delivered to a common point on your property. Total cost of water to include acquisition of water rights, diversion or well costs, collection, and treatment costs.
- Costs to be in terms of cost per acre-foot of treated water.
- Provide the location of the common point on your property proposed for the delivery of treated water.
- Additional cost information including delivery costs to the City of Round Rock may be requested as part of the next steps in the overall process.

**9. Project Management**

Describe your team's capability to execute this project to delivery. Provide an organizational chart identifying the key technical, legal, financial, and management leadership.

**10. Contract**

Provide information on contracting terms you would propose to supply water to the City.

**11. References**

Provide five (5) references who can confirm your capabilities to fulfill a contractual obligation to provide the stated scope of services. For each reference provide full name, address, phone number, and the relationship with your team.

**12. Resumes** (Not included in page count)

Provide 2-page resumes of the key personnel identified in the organizational chart provided in the Project Management section.

**13. Conflict of Interest Certificate**

Provide the Conflict of Interest Certificate include in Exhibit B.

III. Submission Requirements

Respondents must submit three (3) paper copies and one (1) flash drive. The flash drive will contain a single PDF file of the submittal and a single Excel spreadsheet of the Project Information Matrix.

Submittals shall be provided in a sealed envelope or box marked: "City of Round Rock RFI - Alternative Water Supplies." All submittals will become City property and will not be returned. Information submitted will be considered proprietary or confidential.

The submittal must be received in the City Clerk's Office, Attn: Michael Thane, P.E., Utilities and Environmental Services, 221 E. Main St, Round Rock, Texas 78664, by Wednesday, October 30, 2019 at 2:00pm.

IV. Reservation of Rights

1. The City reserves the right to:
  - i. Waive any defect, irregularity or informality in the RFI procedure or in any response to the RFI;
  - ii. Reject any or all submittals;
  - iii. Cancel any portion or the entire RFI at any time;
  - iv. Re-issue the RFI;
  - v. Negotiate with any, all or none of the Respondents;
  - vi. Request additional information or clarification at any time;
  - vii. Extend the submission deadline; and/or
  - viii. Take any other action reasonably necessary to: (a) administer this RFI in a fair and impartial manner; (b) effectuate City policy; (c) comply with any law, rule or regulation; (d) ensure the City a full and open opportunity to review and consider the information submitted.
2. The City will not reimburse Respondents for any costs incurred associated with this RFI process.

3. This RFI does not commit the City to enter into a contract or to issue a subsequent Request for Proposals.

V. Communication

1. **Point of Contact**

All communication and any questions regarding this RFI shall be directed in writing (email submission allowed) to:

Michael Thane, P.E.  
Director of Utilities and Environmental Services  
221 E. Main St.  
Round Rock, Texas 78664  
email: [mthane@roundrocktexas.gov](mailto:mthane@roundrocktexas.gov)

2. **Restrictions**

Respondents and their representatives are prohibited from communications regarding this RFI with any City of Round Rock City Council members, City Council members' staff, or any City of Round Rock employees except the City's designated Point of Contact. Violation of this provision may lead to disqualification of the Respondent's submittal from consideration.

3. **Submittal Clarification**

The City of Round Rock reserves the right to contact any Respondent for clarification after responses are opened.

**Exhibit A.**

**Water Quality**

**Water Quality of Round Rock’s Existing and BCRUA Supplies**

TCEQ Standards WQ Parameters (mg/L)	Source ->	Lake Georgetown- SWTP 1	Well Nos. 1,3,4,7	BCRUA - Proposed Source SWTP
	Treatment plant->	SWTP + GST	Plant Lake Creek+ GST	Plant Industrial Blvd + GST
	Sample Date->	1/17/2019	1/17/2019	9/18/2018
500	TDS (mg/L)	260	310.8	253
NA	Temperature (Deg. C)	12.15	18.42	26.5
6.5	pH	7.83	6.64	8.23
None	Total Alkalinity as CaCO3	168	276.4	147
None	Calcium as Ca, (mg/L)	64.4	95.1	33.8
250	Chloride (mg/L)	20	NA	38
250	Sulfate (mg/L)	29	NA	25
None	Magnesium, (mg/L)	13.5	18	20.3
None	Conductivity (umhos/cm)	474	485	474
None	Hardness (mg/L)	216	312	168
0.3	Iron, (mg/L)	<0.01	<0.01	<0.01
0.05	Manganese, (mg/L)	0.0016	<0.001	<0.001
None	Sodium, (mg/L)	11.6	13.4	23.5
0.05-0.2	Aluminium	0.0924	<0.02	0.0221

**Exhibit B.**

**Conflicts of Interest Certificate**

**CITY OF ROUND ROCK, TEXAS  
NON-COLLUSION,  
NON-CONFLICT OF INTEREST CERTIFICATE**

The term “**Offeror**” as used in this document, includes the individual or business entity submitting the Offer. For the purpose of this Certificate, an Offeror includes the directors, officers, partners, managers, members, principals, owners, agents, representatives, employees, other parties in interest of the Respondent, and any person or any entity acting for or on behalf of the Respondent, including a subcontractor in connection with this Offer.

1. **Anti-Collusion Statement.** The Offeror has not in any way directly or indirectly:

- a. colluded, conspired, or agreed with any other person, firm, corporation, Offeror or potential Offeror to the amount of this Offer or the terms or conditions of the Offer.
- b. paid or agreed to pay any other person, firm, corporation Offeror or potential Offeror any money or anything of value in return for assistance in procuring or attempting to procure a contract or in return for establishing the prices in the attached Offer or the Offer of any other Respondent.

2. **Preparation of Solicitation and Contract Documents.** The Offeror has not received any compensation or a promise of compensation for participating in the preparation or development of the underlying Solicitation or Contract documents. In addition, the Offeror has not otherwise participated in the preparation or development of the underlying Solicitation or Contract documents, except to the extent of any comments or questions and Offers in the solicitation process, which are available to all Respondents, so as to have an unfair advantage over other Respondents, provided that the Offeror may have provided relevant product or process information to a consultant in the normal course of its business.

3. **Participation in Decision Making Process.** The Offeror has not participated in the evaluation of Offers or other decision making process for this Solicitation, and, if Offeror is awarded a Contract no individual, agent, representative, consultant, subcontractor, or sub-consultant associated with Respondent, who may have been involved in the evaluation or other decision making process for this Solicitation, will have any direct or indirect financial interest in the Contract, provided that the Offeror may have provided relevant product or process information to a consultant in the normal course of its business.

4. **Present Knowledge.** Offeror is not presently aware of any potential or actual conflicts of interest regarding this Solicitation, which either enabled Offeror to obtain an advantage over other Respondents or would prevent Offeror from advancing the best interests of the City in the course of the performance of the Contract.

5. **Chapter 176 Conflict of Interest Disclosure.** In accordance with Chapter 176 of the Texas Local Government Code, the Respondent:

- a. does not have an employment or other business relationship with any local government officer of the City or a family member of that officer that results in the officer or family member receiving taxable income;
- b. has not given a local government officer of the City one or more gifts, other than gifts of food, lodging, transportation, or entertainment accepted as a guest, that have an aggregate value of more than \$100 in the twelve-month period preceding the date the officer becomes aware of the execution of the Contract or that City is considering doing business with the Respondent. and



c. does not have a family relationship with a local government officer of the City in the third degree of consanguinity or the second degree of affinity.

6. As required by Chapter 176 of the Texas Local Government Code, Offeror must file a Conflict of Interest Questionnaire with the Office of the City Clerk no later than 5:00 P.M. on the seventh (7th) business day after the commencement of contract discussions or negotiations with the City or the submission of an Offer, or other writing related to a potential Contract with the City. There are statutory penalties for failure to comply with Chapter 176.

<https://www.ethics.state.tx.us/forms/conflict/>

If the Offeror cannot affirmatively swear and subscribe to the forgoing statements, the Offeror shall provide a detailed written explanation with any solicitation Offers on separate pages to be annexed hereto.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_