

Request for Statements of Qualifications & Price Proposal – District Operator

Williamson-Travis Counties Municipal Utility District No. 1 (WTCMUD1) is seeking statements of qualifications and price proposals for the services of a District Operator to manage the water, wastewater and storm sewer system operations of the District. Operators shall submit statement of qualifications and price proposal for the identified services and preventative maintenance to the District's infrastructure.

District Background & Current Activities

The District is located in between City of Austin and the City of Cedar Park in both Travis and Williamson Counties. The District was established in 1985 and is comprised of approximately 562 acres of land and serves approximately 1,900 homes with a limited number of commercial properties totaling 1,936 connections.

The District receives water through City of Cedar Park's water distribution system and consists of three (3) lift stations that convey wastewater to be handled by the City of Cedar Park's facilities. The District has five (5) master water meters and three (3) master sewer meters for monitoring water & sewer flows into & out of the District respectively. The District owns and maintains ten (10) different detention ponds and six (6) different parks. A copy of the District maps are attached (Attachment A). The District also maintains a Stormwater MS4 permit with the TCEQ.

The District is currently undergoing a program of upgrading all water meters throughout the District, a rehabilitation of one of the lift stations, and an installation of a playscape at one of the parks.

General Requirements - Operator Services

1. The District defines operations maintenance services to mean, at a minimum, providing all labor and management for water and wastewater facilities, water distribution system, sanitary conveyance system, and related field services as well as customer billing and accounting, O&M, guaranteeing a maximum cost for routine operations, performing preventative maintenance routines and guaranteeing regulatory agency compliance.
2. The District is seeking a qualified, capable entity to handle all items generalized above but to also coordinate activities with the District's Facility / General Manager. A copy of responsibilities for the District Operator and for the District's Facility / General Manager is attached as Attachment B & C, respectively.
3. The District is seeking an Operator that can save the District money, operate in compliance with the Texas Commission on Environmental Quality (TCEQ) and general

public health, environmental and business management regulations, improve service to its customers, and to assure good stewardship in protecting the public investment in the District's facilities.

4. Operator will provide the management and operations of non-regulated and regulated utility services set forth in Attachment B in regard to the District facilities. All services will be performed by qualified and where required, certified or licensed personnel to operate and maintain the facilities. Operator will provide meter reading, utility billing and collections along with local customer service.
5. Operator will provide emergency response, excavation and pump and motor service for the District's 3 lift stations in addition to regular operation & maintenance.
6. Operator will track maintenance expenditures related to services and maintain the records of operations, maintenance, repair and improvement activities at the facilities. Operator will provide monthly reports including a narrative and summary of operations, maintenance, repair and replacement activities and data required for monthly reporting to local, state and federal agencies.
7. Operator will attend the monthly General Meeting of the Board to report on the District's infrastructure.
8. Operator must be capable of furnishing liability and property damage insurance of not less than \$2,000,000 combined single limits for bodily and/or property damage.
9. Operator must demonstrate the ability to provide a performance bond equal to the one year's estimated price of service to be provided.

Evaluation Criteria

Statements of Qualifications and Proposals shall be complete and thorough and will be received by the District Engineer for compilation and distribution to the District for review at their General Board Meeting on March 20, 2024.

Interested parties should indicate on Attachment B, items covered by a monthly base fee, and those that are billed on separate work orders. Any additional services not listed on Attachment B that the Operator determines are necessary and intends to provide can be added to the end of the schedule. It is encouraged for the Operator to review Attachment C to understand the tasks that are intended for the District's Facility Manager. The Operator can propose to include any of the District's Facility Manager roles in their proposal as long as it is clearly indicated which role/task and the corresponding price so that it can be evaluated by the District.

Schedule

Anticipated Dates for completion:

- 2/21/24 – Board authorized preparation and distribution of Operator RFP
- 3/1/24 – Operator RFP distributed for review
- 3/13/24 – Deadline for submission of questions
- 3/15/24 – Receive responses to RFP from Utility Service providers.
- 3/20/24 – Board selects preferred vendor.
- 3/29/24 - Selected vendor delivers proposed contract to Attorney for review
- 4/17/24 – District and Vendor contract finalized. Start date determined.

The District may request interviews with particular Operators after review of responses to the RFP.

Submission

Responses are due to Westwood Engineering via email to District Engineer by March 15, 2024. Email all submittals to Jacob Valentien at Jacob.valentien@westwoodps.com and copy the District's Attorney, Cole Konopka, at ckonopka@coatsrose.com.

Questions are permitted and welcome until 5:00pm CST on March 12, 2024 to be submitted to the District Engineer upon which the question received will be reviewed and answers distributed to all parties via email on or before 5:00pm CST on March 13, 2024.