

**Request for Qualifications**  
Professional Engineering Consulting Services

South Ellis County WSC

**SECTION 1 Introduction and General Information**

South Ellis County Water Supply Corporation is soliciting statements of qualifications from individuals and firms licensed in the State of Texas and qualified to provide engineering services and grant/funding support assistance where applicable related to the assessment of our water distribution system, the design and management of future projects and the review of documents of future expansion.

South Ellis County WSC is a nonprofit company that provides potable water to approximately 600 connections in the rural areas of Milford, Italy, Mertins, and Frost across parts of Ellis, Hill, and Navarro Counties. The Company's office is in Italy, Texas. The Company currently operates four wells with one ground storage tank, one stand pipe, one booster station, and one elevated storage tank, with water distribution lines covering approx. 300 miles.

**SECTION 2 Submission Requirements**

A written Statement of Qualifications (SOQ) shall be marked, Ref# RFQ2026, Statement of Qualification. The deadline for submission of the complete SOQ is March 6th, 2026, 4 p.m. local time. It shall not be sufficient to show that the SOQ was mailed in time to be received before the deadline. The SOQ submittals shall be directed to the following:

**Melissa Stephens  
South Ellis County WSC  
109 W. Main Street  
PO Box 348  
Italy, Texas 76651**

The submission may be completed electronically and sent via email to mstephens@secwater.com or mailed to the above address.

**Submittal Format:**

The SOQ shall include the following information at a minimum and be signed by a representative of the firm with authorization to sign contracts:

1. Full name and business address.
2. Qualifications and experience requested within this document.
3. Proof of Certification/Licensing regarding all requirements by the State of Texas, EPA and TCEQ for such services.
4. DBE certifications, where applicable.
5. Firm introduction including number of licensed professionals employed, an organizational chart for the project, and office location you propose to service our project.
6. A listing of at least five water entities served by the applicant as references.
7. A list of at least five water projects worked on in the past ten years including a brief description of the project and unique attributes, services provided, and project cost.
8. Documentation that insurance for professional liability/malpractice coverage with limits as to liability or any other insurance required by the State of Texas, EPA and TCEQ for such services.
9. Resumes of all personnel anticipated to be assigned to the project with a description of each individual's qualifications including education, licensure and years of professional experience.

**SECTION 3 Scope of Services**

The intent of this solicitation is to identify one or more firms or individuals desiring to provide engineering and related technical services for this specific project. Services may include, but are not limited to, the following: application preparation, grant/funding support assistance where applicable, and associated services for detailed analysis of the existing water distribution system, to identify weaknesses and recommend future enhancements, surveying, documentation, and preparation of all preliminary and final design plans and specifications, assistance in preparation of the Environmental Information Document, preparation of bid packages and assistance with project bidding, construction observation, construction administration, contract coordination with TWDB, preparation of permits as scoped and necessary for the project, and to conduct all necessary interim and final inspections, and other services as required. The firm must be certified to provide engineering services in the State of Texas and have a minimum of five years of experience in providing water and wastewater services to municipalities, water districts, and Water Supply Companies. The firm must also be experienced in obtaining permits and approvals from various state, county, and local regulatory agencies.

**SECTION 4 Selection and Award Process**

**Award Process**

Statements of qualifications will be evaluated by a selection committee. A short list of firms deemed to be the most highly qualified may be identified by the selection committee. Section 3 Residents and Business Concerns, Minority Business Enterprises, Small Business Enterprises and Woman Business Enterprises are encouraged to submit statement of qualifications. South Ellis County WSC is an Affirmative Action/Equal Opportunity Employer. These firms may be invited to participate in an oral presentation and interview to determine which is best qualified to work with South Ellis County WSC. South Ellis County WSC may request additional information prior to the interviews. Such requests will be made at least fourteen calendar days before the interview. All expenses related to any presentation or demonstration are the responsibility of the offering company.

South Ellis County WSC reserves the right to obtain clarification of any point in the firm's SOQ or to obtain additional information necessary to properly evaluate a particular SOQ. Failure of the firm to respond to such a request for additional information may result in rejection of the firm's SOQ.

The selection committee may use sources of information not supplied by the Firm concerning the ability to perform these services. Such sources may include current or past clients of the firm, current or past associates, and other sources, as available. However, the Company is under no obligation to obtain any additional information other than that requested to be submitted with this proposal.

The recommendation of the selection committee will be subject to successful contract negotiation and approval of the South Ellis County WSC Board Members. If an agreement cannot be made, South Ellis County WSC reserves the right to negotiate with other qualified firms. South Ellis County WSC shall award all professional service contracts based on qualification, merit, and cost competitiveness.

**Selection Criteria**

Finalists for contract consideration for South Ellis County WSC will be selected based on qualifications and competence as demonstrated by the information presented in the SOQ.

Evaluation of qualifications shall include, but are not limited to the following:

1. Understanding of the rural water utility environment.
2. Previous experience, qualifications and competence on WSC projects.
3. Previous experience, qualifications and competence on other water projects.
4. Previous experience in planning required electrical facilities and emergency power for proposed improvements.
5. Previous experience in designing pumping systems to meet system demands.
6. Previous experience in design of transmission line facilities.
7. Knowledge of state and local requirements.
8. Previous experience applying for and fulfilling all requirements necessary to receive TWDB, TRWA, USDA, or CDBG funding.
9. Ability to communicate with the selection committee in both written and verbal formats.
10. Record for completing tasks on schedule and within budget.