CAMERON COUNTY DRAINAGE DISTRICT NO. 5

REQUEST FOR QUALIFICATIONS for GENERAL ENGINEERING SUPPORT SERVICES

RFQ No.: [2026-02]
Issue Date: [October 22, 2026]
Statement of Qualifications Due: [Friday, November 13 at 2pm]

I. PURPOSE

CCDD5 is requesting Statements of Qualifications from qualified engineering firms to provide **General Engineering Support Services** on an as-needed basis.

These services are intended to provide the District with access to professional engineering expertise for routine and non-project-specific engineering needs.

II. SCOPE OF SERVICES

Services may include:

- General engineering consultation;
- Attendance and representation at District Board meetings;
- Attendance at public meetings;
- Coordination with municipalities, counties, irrigation districts and other governmental entities;
- Review of drainage-related proposals;
- Engineering advice regarding District facilities;
- Evaluation of drainage concerns;
- Field investigations;
- Preliminary engineering evaluations;
- Preparation of technical memoranda;
- Review of engineering reports;
- Review of drainage improvements proposed by other entities;
- Assistance with capital improvement planning;
- Review of construction-related issues;
- General technical assistance to the General Manager;
- Assistance with development of scopes of work;
- Preparation of preliminary cost estimates;

- Assistance with procurement of engineering and construction services; and;
- Other general engineering services authorized by the District.

III. IMPORTANT LIMITATION

General Engineering Support is intended for **routine and as-needed engineering assistance**.

Major design projects, H&H modeling assignments, grant engineering, and other specialized engineering services should generally be separately authorized and, when appropriate, procured under the District's other engineering service categories.

IV. TASK ORDERS

All services shall be authorized through written Task Orders.

Each Task Order shall identify:

- Scope;
- Deliverables;
- Schedule;
- Personnel;
- Estimated hours;
- Hourly rates; and
- Not-to-Exceed amount.

No additional work may be performed beyond the authorized amount without written approval.

V. MINIMUM QUALIFICATIONS

Firms should demonstrate:

- Experience providing engineering services to governmental entities;
- Drainage and stormwater experience;
- Knowledge of drainage infrastructure;

- Availability for short-notice assignments;
- Ability to attend meetings when requested;
- Qualified Texas professional engineers; and
- Experience working with multiple governmental agencies.

VI. SUBMITTAL REQUIREMENTS

The SOQ should include:

- Firm information;
- Qualifications and experience;
- Experience with subdivision drainage review;
- Experience with drainage districts or governmental entities;
- Proposed engineer or/or contact person;
- Key personnel and qualifications;
- Availability and anticipated response time;
- Three relevant references; and,
- Disclosure of any actual or potential conflicts of interest.

VII. SUBMITTAL REQUIREMENTS

Statement of Qualifications must be submitted no later than Friday, November 13 at 2pm.

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