CAMERON COUNTY DRAINAGE DISTRICT NO. 5

REQUEST FOR QUALIFICATIONS (RFQ)

RFQ No. [2026-4]

Professional Engineering Services

TWDB/FMA Combes Drainage Relief Project

ISSUE DATE: Friday, November 6, 2026
SUBMISSION DEADLINE: Friday, December 4, 2026 at 2pm
SUBMITTAL LOCATION: Cameron County Drainage District No. 5
P.O. Box 427
Harlingen, Texas 78551

221 E. Van Buren Avenue, Suite 4
Harlingen, Texas 78550

CONTACT: Bryanna Woodman, Special Projects Director

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1. INTRODUCTION AND INVITATION

Cameron County Drainage District No. 5 (the "District") is requesting Statements of Qualifications (SOQs) from qualified professional engineering firms interested in providing comprehensive engineering services for the District's FEMA-funded Combes Drainage Relief Project through the Flood Mitigation Assistance (FMA) program that is administered by the Texas Water Development Board (TWDB).

The District intends to select one qualified engineering firm to provide professional engineering services throughout the project, beginning with preliminary engineering and continuing through final design, permitting, bidding, construction administration, inspection support, and project closeout.

The selected firm must demonstrate substantial experience in drainage infrastructure, stormwater management, hydrology and hydraulics, detention pond design, drainage channel improvements, and grant-funded infrastructure projects. The selected firm must also demonstrate experience with any HMA or FEMA program, not just TWDB. It is funded by FEMA through the FMA program, and TWDB is the state administrator.

The District intends to make its selection based on demonstrated competence, qualifications, relevant experience, and the firm's ability to successfully deliver the project.

This procurement will be conducted in accordance with the Texas Professional Services Procurement Act, Texas Government Code Chapter 2254, Subchapter A, and applicable FEMA requirements.

2. PROJECT BACKGROUND

Cameron County Drainage District No. 5 is responsible for maintaining and improving designated regional drainage infrastructure within its jurisdiction in Cameron County, Texas.

The District has secured approximately $7.7 million in TWDB financial assistance for the Combes Drainage Relief Project.

The project is intended to improve regional drainage capacity, reduce localized flooding, and provide improved stormwater conveyance and detention for portions of the Combes drainage service area.

The anticipated project components include, but are not necessarily limited to:

- The boring of RCP (Reinforced Concrete Pipe) beneath U.S. Highway 77.
- Construction and/or improvement of stormwater detention pond facilities.
- Drainage improvements associated with the Crossett Road and Lozano area.
- Coordination with the Harlingen Consolidated Independent School District regarding detention pond improvements near Dishman Elementary School.
- Coordination with TxDOT and other governmental entities regarding drainage infrastructure, crossings, and related improvements.
- Coordination with the City of Combes on drainage improvements on Madeley Avenue.
- Associated drainage channel improvements, stormwater conveyance facilities, and appurtenant infrastructure.

The final project scope, design criteria, and construction components shall be established in coordination with the District and consistent with the TWDB funding award and applicable project requirements.

The selected engineering firm will be expected to review existing project information, identify deficiencies or additional engineering requirements, and develop a comprehensive approach for delivering the project within the available funding.

3. SCOPE OF PROFESSIONAL ENGINEERING SERVICES

The selected engineering firm shall provide comprehensive professional engineering services necessary to advance the project from preliminary engineering through construction and final closeout.

The anticipated scope of services includes, but is not limited to, the following:

A. Preliminary Engineering and Project Evaluation

1. Review available preliminary engineering, drainage studies, existing plans, reports, surveys, and other project documentation.
2. Evaluate existing drainage conditions and identify deficiencies affecting the project area.
3. Conduct field investigations and site visits as necessary.
4. Evaluate existing stormwater conveyance systems, drainage channels, detention facilities, and drainage crossings.
5. Perform hydrologic and hydraulic analyses necessary to establish project design criteria.
6. Evaluate alternatives for improving drainage capacity and reducing flooding.
7. Identify property acquisition, easement, utility relocation, and permitting requirements.
8. Prepare preliminary engineering recommendations and identify the preferred project approach.
9. Coordinate with District staff and other affected governmental entities.

B. Hydrology and Hydraulic Engineering

The engineering firm shall perform the necessary hydrologic and hydraulic analyses to support the project design, including:

1. Watershed delineation and drainage area calculations.
2. Evaluation of existing and proposed runoff conditions.
3. Hydraulic modeling of existing and proposed drainage infrastructure.
4. Evaluation of detention storage requirements and discharge rates.
5. Evaluation of existing channel and crossing capacities.
6. Identification of potential drainage bottlenecks.
7. Evaluation of proposed improvements and their effect on downstream drainage conditions.
8. Preparation of supporting engineering calculations, reports, and technical documentation.

All analyses shall comply with applicable design standards, District requirements, and TWDB requirements.

C. Surveying, Geotechnical Investigations and Supporting Studies

The engineering firm shall identify and coordinate the surveying, geotechnical investigations, and other supporting studies necessary to complete the project.

These services may include:

- Topographic and boundary surveys.

- Existing utility identification.
- Geotechnical investigations and soil borings.
- Subsurface conditions and foundation recommendations.
- Environmental investigations and assessments.
- Property and easement exhibits.
- Additional technical studies required for final design.

The engineering firm shall identify which services will be performed by its own personnel and which will require qualified subconsultants.

D. Final Engineering Design

The selected firm shall prepare complete construction plans and specifications for the approved project improvements.

Design services shall include:

1. Preparation of construction plans and technical specifications.
2. Preparation of engineering calculations and design reports.
3. Final hydrologic and hydraulic modeling.
4. Detention pond grading, excavation, and outlet structure design.
5. Drainage channel improvements and associated structures.
6. Culvert, stormwater conveyance, and crossing improvements.
7. Erosion control and stabilization measures.
8. Construction details and applicable technical specifications.
9. Construction cost estimates.
10. Preparation of bid documents and construction drawings.

Plans and specifications shall be prepared to a level sufficient for competitive construction bidding and subsequent construction.

E. Permitting and Regulatory Coordination

The engineering firm shall identify, prepare, and coordinate all permits and regulatory approvals necessary for the project.

This may include coordination with:

- Texas Water Development Board.
- Texas Commission on Environmental Quality.
- Texas Department of Transportation.
- Other local, state, and federal regulatory agencies.

The engineering firm shall assist the District in satisfying environmental, regulatory, and funding-related requirements applicable to the project.

F. TWDB – FEMA FMA Grant Compliance

The engineering firm shall assist the District in meeting applicable TWDB financial assistance requirements throughout the project.

Services shall include:

1. Coordination with TWDB representatives.
2. Preparation of engineering documentation required by TWDB.
3. Assistance with project schedules and milestone reporting.
4. Assistance with applicable environmental and regulatory documentation.
5. Review of project expenditures and engineering-related documentation for consistency with approved project requirements.
6. Assistance with TWDB requests for information.
7. Coordination of design changes and project amendments, when necessary.
8. Assistance with reimbursement documentation and supporting engineering records.
9. Coordination with District staff to maintain compliance with applicable funding requirements.

The engineering firm shall promptly notify the District of any anticipated design changes, scope changes, cost increases, or circumstances that could affect project eligibility, funding, or schedule.

G. Construction Bidding and Procurement Assistance

The engineering firm shall assist the District in procuring a qualified construction contractor.

Services shall include:

1. Preparation of construction bid documents.
2. Assistance with advertisement and distribution of bid documents.
3. Responding to technical questions from prospective bidders.
4. Preparation of addenda, when necessary.
5. Attendance at pre-bid meetings.
6. Review of submitted construction bids for technical responsiveness.
7. Preparation of a bid tabulation and recommendation concerning award.
8. Assistance with construction contract documentation.

The District shall retain authority over all procurement decisions and contract awards.

H. Construction Administration and Engineering Services

The selected firm shall provide professional engineering services during construction to ensure that the improvements are constructed in substantial accordance with the approved plans and specifications.

Services shall include:

1. Attendance at pre-construction meetings.
2. Review of contractor submittals and shop drawings.
3. Review of construction schedules.
4. Periodic construction site visits and inspections.
5. Monitoring construction progress and identifying deficiencies.
6. Responding to requests for information.
7. Reviewing proposed construction changes.
8. Evaluating contractor payment applications.
9. Preparing field reports and documenting construction progress.
10. Coordinating testing and quality assurance requirements.
11. Assisting with resolution of construction-related engineering issues.
12. Reviewing substantial completion and final completion.
13. Preparing punch lists.
14. Reviewing record drawings and as-built documentation.
15. Assisting with final project closeout and TWDB documentation.

The engineering firm shall identify its proposed construction administration and inspection personnel and explain its approach to maintaining appropriate oversight during construction.

I. Project Closeout

The engineering firm shall assist the District with final project documentation and closeout, including:

- Final inspections.
- Review of record drawings.
- Final engineering certification, as applicable.
- Completion documentation.
- Final construction cost documentation.
- TWDB closeout requirements.
- Preparation of final engineering reports.

4. MINIMUM FIRM QUALIFICATIONS

Interested firms must demonstrate the following qualifications:

1. Be legally authorized to provide professional engineering services in the State of Texas.
2. Employ or retain a Texas-licensed Professional Engineer responsible for the engineering services.
3. Demonstrate experience in drainage infrastructure and stormwater management projects.
4. Demonstrate experience with hydrologic and hydraulic modeling.
5. Demonstrate experience designing detention ponds, drainage channels, culverts, and related infrastructure.

6. Demonstrate experience with publicly funded infrastructure projects.
7. Demonstrate familiarity with TWDB financial assistance programs and applicable grant requirements.
8. Demonstrate experience with any HMA or FEMA program, not just TWDB.
9. Have the personnel and resources necessary to complete the project within the anticipated schedule.
10. Disclose any actual, potential, or perceived conflicts of interest involving the District, the project, or the funding agencies.

5. STATEMENT OF QUALIFICATIONS REQUIREMENTS

Interested firms shall submit a Statement of Qualifications containing the following information:

A. Firm Information

- Legal name and address.
- Primary contact information.
- Year established.
- Office location responsible for the project.
- Number of professional and technical employees.
- Organizational structure.

B. Relevant Project Experience

Provide descriptions of at least five relevant projects completed within the past ten years, preferably involving:

- TWDB, HMA or FEMA projects.
- Drainage and stormwater infrastructure.
- Regional detention facilities.
- Hydrologic and hydraulic modeling.
- Drainage channel improvements.
- Grant-funded public infrastructure.

For each project, identify the owner, project location, approximate construction value, services performed, completion date, and reference contact.

C. Proposed Project Team

Identify the individuals who will be directly responsible for the project.

Include:

- Project Manager.
- Principal-in-Charge.
- Lead Design Engineer.
- Hydrology and Hydraulic Engineer.
- Construction Administration Manager.
- Other key technical personnel.

Provide resumes, professional licenses, relevant experience, and each individual's anticipated role.

Identify any proposed subconsultants and their respective responsibilities.

D. Understanding of the Project

Provide a narrative explaining the firm's understanding of the Combes Drainage Relief Project, its anticipated challenges, and the firm's proposed approach to successfully completing the project.

E. Project Management and Schedule

Describe the firm's approach to:

- Project management.
- Coordination with District staff.
- Communication and reporting.
- Quality assurance and quality control.
- Schedule management.
- Budget monitoring.
- Risk identification and mitigation.

Provide an anticipated project schedule identifying major milestones.

F. TWDB Experience

Describe the firm's experience working with TWDB, HMA or FEMA programs.

Identify similar projects and the firm's responsibilities concerning funding compliance, engineering documentation, reimbursement requests, and project closeout.

G. References

Provide at least three references from governmental entities or public agencies for which the firm has performed similar services.

H. Conflicts of Interest and Disclosures

Disclose any actual, potential, or perceived conflicts of interest involving the project, District, funding agencies, or other consultants previously involved in the project.

Identify any prior services performed by the firm or its proposed subconsultants relating to the Combes Drainage Relief Project.

6. EVALUATION AND SELECTION CRITERIA

The District intends to evaluate and rank submitted Statements of Qualifications based on demonstrated competence, qualifications, and experience.

The anticipated evaluation criteria and point allocations are:

Evaluation Criteria	Points
Relevant firm experience with drainage and stormwater infrastructure projects	25
Qualifications and experience of proposed project personnel	20
Understanding of the project and proposed technical approach	20
Experience with TWDB and FEMA grant-funded projects	15
Project management capabilities and anticipated schedule	10
References and demonstrated past performance	10
TOTAL	**100**

The District may request additional information, conduct interviews, and seek clarification from firms as part of the evaluation process.

The District reserves the right to determine the most highly qualified firm based on the evaluation criteria and the needs of the project.

7. SELECTION AND CONTRACT NEGOTIATIONS

The District will follow the qualifications-based selection procedures established under Texas Government Code Chapter 2254.

The District will first identify and select the most highly qualified engineering firm based on demonstrated competence and qualifications.

Following selection, the District will initiate negotiations with the highest-ranked firm to establish a mutually acceptable scope of services and a fair and reasonable fee.

If the District is unable to negotiate a satisfactory contract with the highest-ranked firm, the District will formally terminate negotiations and proceed to the next highest-ranked firm in accordance with applicable law.

No engineering services contract will be awarded solely on the basis of the lowest proposed fee or competitive pricing.

8. COMPENSATION AND CONTRACT STRUCTURE

The District intends to negotiate a professional engineering services agreement with the selected firm following completion of the qualifications-based selection process.

Compensation will be negotiated after the District identifies the most highly qualified firm.

The negotiated agreement shall clearly identify:

- Scope of services.
- Project deliverables.
- Project schedule.
- Responsibilities of the engineering firm.
- Responsibilities of the District.
- Compensation and payment provisions.
- Applicable state and federal requirements.
- Contract administration and reporting requirements.
- Procedures for approving additional services and amendments.

No additional services or work outside the approved scope shall be undertaken without prior written authorization from the District.

9. SUBMISSION INSTRUCTIONS

Statements of Qualifications must be received no later than:

FRIDAY, DECEMBER 4, 2026 at 2pm

Submittals shall be delivered to:

Cameron County Drainage District No. 5
Attn: Bryanna Woodman, Special Projects Director
221 E. Van Buren Avenue, Suite 4
Harlingen, Texas 78550

OR

Electronic submissions may be delivered to: Bryanna@ccdd5.org

The District requests that SOQs not exceed [30] pages, excluding resumes and supporting materials.

Submittals received after the deadline may be rejected.

Firms are responsible for ensuring that their submissions are received by the District before the deadline.

10. PROCUREMENT SCHEDULE

The anticipated procurement schedule is as follows:

Procurement Activity	Anticipated Date
RFQ Advertisement	November 11, 2026
Deadline for Written Questions	November 20, 2026
District Responses/Addenda	November 27, 2026
SOQ Submission Deadline	December 4, 2026

The District reserves the right to modify the procurement schedule by written addendum.

11. GENERAL CONDITIONS

1. The District reserves the right to reject any or all Statements of Qualifications and to waive informalities or irregularities as permitted by law.
2. The District reserves the right to request additional information or clarification from any responding firm.
3. The District reserves the right to conduct interviews with one or more firms.
4. All costs associated with preparing and submitting a Statement of Qualifications shall be the responsibility of the responding firm.
5. The District is not obligated to award a contract as a result of this RFQ.
6. The selected firm shall comply with all applicable federal, state, and local laws, regulations, and funding requirements.
7. All work shall be performed under the responsible charge of appropriately licensed professionals.
8. The District reserves the right to negotiate the final scope of services, project schedule, and compensation with the selected firm.
9. All communications concerning this RFQ shall be directed to the District's General Manager. Firms shall not contact individual Board members regarding this procurement.

10. Any changes or clarifications to this RFQ shall be issued through written addenda by the District.
11. The selected firm shall disclose any actual, potential, or perceived conflicts of interest and shall comply with applicable conflict-of-interest requirements.
12. The selected firm shall maintain appropriate professional liability insurance and other insurance coverage as required by the District.
13. The selected firm shall comply with applicable TWDB requirements and the terms and conditions of the District's financial assistance agreement.

12. DISTRICT CONTACT INFORMATION

Questions concerning this RFQ shall be submitted in writing to:

Bryanna Woodman
Special Projects Director
Cameron County Drainage District No. 5
P.O. Box 427
Harlingen, Texas 78551

Physical Address:
221 E. Van Buren Avenue, Suite 4
Harlingen, Texas 78550

Website: www.ccdd5.org

Email: Bryanna@ccdd5.org