CAMERON COUNTY DRAINAGE DISTRICT NO. 5

REQUEST FOR QUALIFICATIONS for ENGINEERING SERVICES – SUBDIVISION PLAT REVIEW

RFQ No.: [2026-01]
Issue Date: [October 22, 2026]
Statement of Qualifications Due: [Friday, November 13 at 2pm]

I. PURPOSE

Cameron County Drainage District No. 5 ("District") is requesting Statements of Qualifications ("SOQs") from qualified professional engineering firms to provide **Subdivision Plat Review Services** on an as-needed basis.

The selected firm will assist the District in reviewing subdivision plats and related drainage improvements to determine whether proposed development adequately addresses drainage impacts and complies with applicable District requirements.

Selection under this RFQ does not guarantee a minimum amount of work.

Individual assignments will be authorized through written Task Orders issued by the District.

II. SCOPE OF SERVICES

Services may include, but are not limited to:

- Review of preliminary and final subdivision plats;
- Review of drainage plans associated with proposed developments;
- Review of drainage reports and supporting calculations;
- Review of proposed drainage channels, laterals, detention facilities, storm sewer systems, culverts and crossings;
- Review of proposed connections to District facilities;
- Evaluation of potential impacts to existing District drainage facilities;
- Review of drainage easements and right-of-way requirements;
- Review of proposed detention and stormwater-management facilities;
- Review of hydrologic and hydraulic calculations submitted by developers;
- Identification of deficiencies and preparation of written comments;

- Coordination with developers, engineers, municipalities and other governmental entities;
- Attendance at meetings when requested by the District;
- Follow-up review of revised plans and responses to District comments; and
- Other subdivision-related engineering services authorized by the District.

The District may request additional services related to a particular development through a separate Task Order.

III. TASK ORDER REQUIREMENTS

No work shall begin until authorized by the District.

Each Task Order may establish:

- Specific development/project;
- Scope of review;
- Required deliverables;
- Schedule;
- Estimated hours by personnel classification;
- Hourly rates;
- Estimated cost; and
- **Not-to-Exceed amount.**

The Consultant shall not exceed the authorized Not-to-Exceed amount without prior written authorization from the District.

IV. MINIMUM QUALIFICATIONS

The firm shall:

- Be properly licensed and authorized to provide professional engineering services in Texas;
- Have demonstrated experience reviewing subdivision drainage plans;
- Have experience with drainage infrastructure and stormwater management;
- Have qualified professional engineering staff available to perform the work; and

- Demonstrate familiarity with drainage systems locally or comparable flat, low-gradient drainage environments.

V. 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.

VI. SUBMITTAL REQUIREMENTS

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

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