REQUEST FOR QUALIFICATIONS

for

Engineering Services 2026-2028

Issue Date: November 17, 2025

Brushy Creek
Municipal Utility District

ISSUE DATE: November 17, 2025

TO: Engineering Firms

FROM: Amy Giannini, District Engineer
Brushy Creek Municipal Utility District

SUBJECT: Request for Statements of Qualifications for General Engineering Services for 2026-2028

Brushy Creek Municipal Utility District (District) is requesting a Statement of Qualifications (SOQ) for General Professional Engineering Services for various District projects to be awarded through 2028. The firms selected through this process may be used, as needed, for engineering services on multiple projects, including, but not limited to, water, wastewater, drainage, parks, trails, and site development review.

To be considered, your firm must meet the qualifications and satisfy the requirements outlined in this Request. If you are interested in being considered, **please submit your SOQ by 4 p.m., Wednesday, January 14, 2026,** to the person listed below. The submission deadline for questions, clarifications, or **requests for general information is 4 p.m., Wednesday, January 7, 2026**. Any requests received after this date will not be addressed. All questions, clarifications, or requests for general information are to be in writing via email to the following address: a.giannini@bcmud.org.

A committee of the District will rate the SOQs using the evaluation criteria attached to this Request for Qualifications (RFQ). The selection committee may interview one or more firms to further evaluate qualifications. The selection committee will present its recommendations to the District Board of Directors, who will formally select the consultant(s). Pursuant to Chapter 2254 of the Texas Government Code, the District will select the most highly qualified provider(s) of specific services based on demonstrated competence and qualifications and then attempt to negotiate a contract with that provider at a fair and reasonable price. If a satisfactory agreement cannot be negotiated, the District will select the next most highly qualified provider and attempt to negotiate a contract with that provider at a fair and reasonable price.

Any questions and correspondence should be directed to:

Amy Giannini, P.E., CFM
District Engineer
Brushy Creek Municipal Utility District
a.giannini@bcmud.org

Contact regarding this project with any District personnel or officials other than Ms. Amy Giannini or her designated representative after the issue date of this RFQ will be grounds for the firm's removal from consideration.

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REQUEST FOR STATEMENT OF QUALIFICATIONS
Brushy Creek MUD
General Engineering Services for 2026-2028

I. INTRODUCTION

A. Brushy Creek Municipal Utility District Information

Brushy Creek Municipal Utility District (District) includes approximately 2,300 acres encompassing two non-contiguous areas with a population of over 18,000 residents. One area is generally located between Sam Bass Road and FM 1431 (Brushy Creek North), and the other area is generally located south of Brushy Creek, including an area south of FM 620. The District is located in the extra-territorial jurisdiction of the City of Round Rock and is generally located over the Edwards Aquifer Recharge Zone. The District is governed by an elected Board of Directors and is responsible for providing water, wastewater, and drainage services, as well as parks and recreation amenities and activities, to its residents and customers.

The District owns and operates a public water system and provides retail water service to its residents and customers by diverting raw water from Lake Georgetown and groundwater from wells, which is treated at the District Water Treatment Facility located on Sam Bass Road prior to distribution to customers. The District also owns and operates a wastewater collection system within its boundaries. The District has contracted with the City of Round Rock for wastewater treatment and disposal services. The wastewater is treated at the Brushy Creek Regional Wastewater Treatment Plant, owned by the cities of Round Rock, Austin, Cedar Park, and Leander. In addition to utilities, the District owns and operates a drainage system, including numerous detention, wet, and water-quality ponds.

The District owns several parks, including Sendero Springs Park, Brushy Creek North Park, Creekside Park, Shirley McDonald Park, Cat Hollow Park, Pepper Rock Park, Racine Woods Park, Little Village Park, Highland Horizon Park, Sendero Valley Park, and Community Park. The District has numerous trails, greenbelts, and a Community Center with over 60,000 square feet of recreation and meeting space. The District also owns and operates four swimming pools.

The District seeks to provide a sense of community through exceptional utility services, parks, recreation, and a staff dedicated to maintaining the high quality of Brushy Creek Life for residents.

B. General Information Regarding Procurement

The District is requesting Statements of Qualifications (SOQs) from qualified firms to provide professional engineering and consulting services to the District, as needed, through the end of 2028. It is projected that one (1) to four (4) firms will be formally

selected for a list of pre-qualified consultants. When necessary to commence services, the District may select firms from the pre-qualified list that are determined to be the most qualified for said project. The District reserves the right to solicit services through other means when a project's complexity, size, or scope warrants.

There is no express or implied obligation for the District to reimburse responding firms for any expenses incurred in preparing a SOQ in response to this request. The District reserves the right to increase or decrease the scope of work related to projects outlined in this RFQ after firms are selected to accommodate changes in the needs of the District and serve the best interests of the District.

The overall scope of work is set forth in Article II below. The intent of this Request for Qualifications (RFQ) is to provide information so that respondents can define the level of expertise, experience, personnel, and approach necessary to perform the required services in a timely, cost-effective, and professional manner.

C. Submittal Requirements

To be considered, submit your electronic SOQ, by **4 p.m., Wednesday, January 14, 2026**, to the following email address: a.giannini@bcmud.org. The District reserves the right to reject any or all SOQs submitted.

D. Evaluation and Selection

SOQs submitted will be evaluated by a committee of District representatives. During the evaluation process, the District reserves the right, where it may serve the District's best interest, to request additional information or clarifications from responders or to allow corrections of errors or omissions.

Review of Proposals:

1. The committee will review the SOQs at its earliest convenience after the submittal deadline date.
2. The SOQs will be reviewed, scored, and ranked relative to the evaluation criteria established and attached to this RFQ.
3. If necessary, the committee will invite one or more responsive firms to make a presentation before the committee or to the Board of Directors of the District.
4. After completing the evaluation process, the committee will recommend the firm(s) deemed the most qualified to the District Board of Directors for consultant selection.
5. The District's Board of Directors will consider the committee recommendation at its earliest convenience.
6. Following consultant selection, de-briefing meetings with District staff will be available only if time permits and will be by appointment with the District Engineer.

7. The District reserves the right to reject any or all Statements of Qualifications. The highest-ranked Respondent(s) may be invited to enter into Contract negotiations with the District. The District's standard Professional Services Agreement is attached to this RFQ as Exhibit "C." Any proposed changes to this Agreement for discussion during negotiations must be submitted with the SOQ. Any proposed changes to the Agreement submitted after the acceptance of the SOQ may or may not be considered by the District, and the District reserves the right to reject the SOQ, cancel negotiations with any service provider that rejects the District's form agreement, or otherwise commence negotiations with an alternative Respondent. If an agreement cannot be reached with the highest-ranked Respondent, the District shall notify the Respondent and terminate negotiations. The second-highest respondent may be contacted for negotiations. The process may continue until successful negotiations are achieved. The District reserves the right to terminate negotiations with any and all Respondents should it be in the District's best interest.

II. NATURE OF SERVICES REQUIRED

The District is soliciting the services of interested, qualified engineering firms to provide engineering and consulting services outlined in this RFQ.

Please submit an SOQ demonstrating the firm's ability to provide the general engineering services outlined in this RFQ. Please provide statements that describe the type of work that can be offered by the firm and any preferences on the type of work. For the purposes of this solicitation, the following services may be included, but are not limited to:

1. General engineering design services on request, including but not limited to civil, electrical, mechanical, and structural engineering.
2. Review of private development plans for conformance with the District's public infrastructure standards related to water, sanitary sewer, stormwater, landscaping, and parks.
3. Assistance with updating or developing design guidelines and standard specifications, as needed.
4. Assistance with updating or modifying master plans, District rules governing development, and evaluations using computer models.
5. Construction oversight and inspection of infrastructure, including geotechnical testing and other quality control.
6. Design of various infrastructure projects related to water, wastewater, drainage, and parks projects.

Several Projects are currently planned through 2026-2028 including, but not limited to:

1. Stormwater Master Plan *(Funded in FY26 and planned to move forward in Spring 2026)*

2. Solutions for PFAS, PFOS, and Lithium Reductions at Water Treatment Plant *(Initial Study Funded in FY26 and planned to move forward in Spring 2026)*
3. Replacement of Raw Water Liner for Pond at Water Treatment Plant *(Funded in FY26 & FY 27 and planned to move forward in Summer 2026)*
4. Fiscal Year General Engineering On-call services (extension of staff) (*Starting FY27*)
5. Security Improvements at Utility Facilities (*Planned to start FY27*)
6. General Civil and Building Inspection Services
7. Upgrades at existing lift station sites (*Planned to start FY27*)
8. Membrane Filtration Expansion at Water Treatment Facility (*Planned to start FY27*)
9. Pool system improvements at multiple pools
10. Yearly TCEQ Sewer Evaluation certification (*Starting FY27*)

III. PROPOSED SCHEDULE

Deadline for Questions	January 7, 2026
SOQ Due	January 14, 2026
Anticipated District Selection	February 26, 2026
Last Project to be awarded under RFQ	December 31, 2028

IV. SUBMISSION OF STATEMENTS OF QUALIFICATIONS

Interested and qualified firms or teams are invited to submit one (1) digital copy of materials that demonstrate their experience in performing general engineering design services. Provide a list of references from clients, funding agencies, governmental units or partners worked with (Exhibit B). The SOQ shall be submitted by a lead firm but may contain services from subconsultants. Documentation should be limited to 15 single-sided pages and include the following items. Statement of Interest Letter and Resumes do not count in the 20-page limit.

1. The District is interested in the profile of the firm, including the following information:
    a. State the firm's name, business address, phone number, fax number, and e-mail or website information.
    b. Provide a summary of the firm's history, including information on the parent company if applicable.
    c. Provide a listing of present office locations and state the location of the office(s) that will provide services to the District.
    d. Provide a list of employees who may perform work for the District and give a summary of their qualifications and experience. Identify the primary contact/project manager for the District.
2. The District is interested in the experience of the Project Manager, Project Principal, and the firm 's similar project experience to the projects described in this solicitation. The Project Manager and Project Principal must be employed by the prime firm and

may be the same individual. The Project Manager must be licensed as a professional engineer in the State of Texas at the time of submittal. List the location of the offices proposed to work on the projects, as well as contact information, and who is to be the sole agent for contact with the District for the projects.

3. The Prime firm and sub consultants must have adequate and experienced current staff (including professionals registered in applicable fields, other professionals, and technicians) to competently and efficiently perform the work. Provide details of the firm's qualifications as well as aspects of each firm that will benefit this project if selected. Identify project leadership, reporting responsibilities, how the prime firm will interface with the District's project manager and the sponsoring department, and how sub consultants will work within the management structure. Provide resumes of each firm/team member along with a list of major services offered by each firm/team member.
4. The District is interested in the prime firm's history and success with similar services and clients as the services described in this solicitation. List no more than five projects for meeting these criteria that have been completed in the past five years. In addition, the District may consider the firm's history of complying with project programs, schedules, and budgets on previous District projects.
5. Areas of sub consulting that will be evaluated are identified in the project description. The District is interested in the proposed subconsultants' history and success with projects of similar programs, budgets, and/or clients to the project described in this solicitation. List no more than three (3) projects per sub consultant meeting these criteria, which have been completed in the past five years. In addition, the District may consider a firm's history of compliance with project programs, schedules, and budgets based on previous District projects.
6. The District is interested in the team's (including sub consultants) experience within Central Texas, as may be evidenced by the existence of local offices or work in the area during the past five (5) years. Briefly describe experience in the following areas and reference projects relating to that experience:
    - Stormwater Master Plan
    - Water infrastructure design and evaluation
    - Wastewater infrastructure design and evaluation
    - Drainage infrastructure design and evaluation
    - Parks and trails design and evaluation
    - Site development review
    - Construction inspection services
    - Area construction costs and practices
    - Asset Management
    - Traffic control plans
    - Grant Opportunities
    - Edwards Aquifer-related TCEQ permits
7. District is interested in the team's organizational structure and general approach to completing projects. Describe how the project will be formatted from Design to Completion, and any firm-specific tools that will be used in projects.

8. **Submittals shall be delivered to:**
   Amy Giannini, District Engineer
   Brushy Creek Municipal Utility District
   a.giannini@bcmud.org

   All submittals must be received no later than 4 p.m., Wednesday, January 14, 2026.

V. ADDITIONAL MATERIALS

Any information or material provided beyond that requested in this RFQ may not be considered by the District.

VI. RESERVATION OF RIGHTS

In connection with the RFQ, the District reserves all rights (which rights may be exercised by the District in its sole discretion) available to it under applicable laws, including, without limitation, and with or without cause and with or without notice, the right to:

1. Cancel this RFQ, in whole or in part, at any time before the execution of a contract by the District, without incurring any cost, obligations, or liabilities.
2. Issue addenda, supplements, and modifications to this RFQ.
3. Revise and modify, at any time before the RFQ submittal due date, the factors and/or weights of factors the District will consider in evaluating RFQ submittals and to otherwise revise or expand its evaluation methodology as set forth herein.
4. Extend the RFQ submittal due date.
5. Investigate the qualifications of any firm under consideration and require confirmation of information furnished by a firm.
6. Require additional information from a firm concerning the contents of its RFQ submittal and/or require additional evidence of qualifications.
7. Waive irregularities or allow corrections to data submitted with any response to this RFQ until such time as the District declares, in writing, that a particular stage or phase of its review of the responses has been completed or closed.
8. Reject at any time, any or all submittals, responses, and RFQ submittals received.
9. Terminate, at any time, evaluations of responses received.
10. Appoint an evaluation committee to review RFQ submittals or responses, make recommendations, and seek the assistance of outside technical experts and consultants in RFQ submittal evaluation.
11. Hold interviews and conduct discussions and correspondence with one or more of the firms responding to this RFQ to seek an improved understanding and evaluation of the responses to this RFQ.
12. Seek or obtain data from any source that has the potential to improve the understanding and evaluation of the responses to this RFQ.
13. Disclose information contained in an RFQ submittal to the public as required under the Texas Public Information Act.
14. Authorize firms to substitute key personnel until the District declares, in writing, that a particular stage or phase of its review has been completed and closed.

15. Waive deficiencies in an RFQ submittal, accept and review a non-conforming RFQ submittal, or seek clarifications or supplements to an RFQ submittal.
16. Exercise any other right reserved or afforded to the District under this RFQ or applicable law. The District reserves the right to modify the process, in its sole discretion, to address applicable law and/or the best interest of the District.
17. Extend the term of its selection of firms past December 31, 2028.

The District shall not, under any circumstances, be bound by or be liable for any obligations with respect to the services until such time (if at all) a contract has been awarded and all approvals obtained in form and substance satisfactory to the District have been executed and authorized by the District, and then only to the extent of such agreements.

EXHIBIT A: Evaluation Criteria

PROFESSIONAL SERVICES
CONSULTANT SELECTION EVALUATION CRITERIA

The following is a description of items to receive consideration in the evaluation of responses for providing professional engineering services to the District. Following each description are the evaluation points associated with the item. TOTAL POSSIBLE POINTS EQUAL 100. The evaluation committee may recommend selection based solely on the written responses or may request interviews/presentations. Interviews/presentations, if deemed beneficial by the evaluation committee, will consist of the highest-scoring Proposers. The invited Proposers will be notified of the time, place, and format of the interview and presentation. Final selection of firm(s) will be determined by the Selection Committee following the interview and presentation process, if required. Wherever used, “prime firm” denotes a single firm or a joint venture responding as the prime consultant. Wherever used, "page" refers to single-sided, single spaced, 11-point minimum font printed 8-1/2 x 11-inch pages. The prime firm shall perform the largest share of the assignment (on an estimated percentage of the total agreement basis). Responses failing to show the prime firm performing the plurality of the services shall be rejected as non-responsive. Limitations on the volume of requested information apply equally to single firms and joint ventures, regardless of the number of firms partnering in the joint venture. Responses with excess volume or which do not include information for the evaluation of all consideration items may not be thoroughly reviewed or may be rejected as non-responsive.

Consideration Item 1: Experience of Project Manager and Project Principal (Past 10 Years)
The District is interested in the experience of the Project Manager(s) and Project Principal for similar services to those described in this solicitation. Given the diversity of projects and specialties needed to perform the projects listed in this solicitation, more than one project manager may be specified, if necessary. Points will be awarded as indicated below. Only one individual per job responsibility should be designated. The Project Manager(s) and Project Principal must be employed by the prime firm and may be the same individual. The Project Manager(s) must be licensed as a professional engineer in the State of Texas at the time of submittal. List no more than five (5) projects meeting these criteria that have been completed in the past ten (10) years for each individual.
***Project Manager(s) – 25 points; Project Principal – 10 points; Total* 35 Points Maximum**

Consideration Item 2: Experience and Availability of Proposed Staff
Prime firm and subconsultants must have adequate, experienced staff (including professionals registered in applicable fields, other professionals, and technicians) to competently and efficiently perform the work.
15 Points Maximum

Consideration Item 3: Prime Firm's Comparable Project Experience (past 5 years)
The District is interested in the prime firm's history and success with services for similar projects, programs, budgets, and/or clients to those described in this solicitation. List no more than five projects meeting these criteria that have been completed in the past five years. In addition, the District may consider the firm's history of complying with project programs, schedules, and budgets on previous District projects, if applicable.
25 points maximum if subconsultants are used; otherwise, 35 points

Consideration Item 4: Subconsultant Firms' Comparable Project Experience (past 5 years)
The District is interested in the proposed subconsultants' history and success with services for similar programs, budgets, and/or clients to those described in this solicitation. List no more than three (3) projects per subconsultant meeting these criteria, which have been completed in the past five years. In addition, the District may consider a firm's history of compliance with project programs, schedules, and budgets based on previous District projects.
10 points maximum if subconsultants are used; otherwise, 0 points

Consideration Item 5: Team's Structure and General Approach for Engineering Services
The District is interested in the firm's organizational structure, its understanding of design services, and its approach to working with the District. Identify project leadership, reporting responsibilities, how the prime firm will interface with the District's project manager and the sponsoring department, and how subconsultants will work within the management structure. The District is interested in understanding the preferred work type based on the projects listed in this solicitation. If a firm has the capability and interest in all listed work, that should be stated.
15 Points Maximum

EXHIBIT B: References

References for [FIRM NAME]
General Engineering Services for 2026-2028

Please list three (3) references of current or recent past customers who can verify the quality of service your company provides. The District prefers customers of similar size and scope of work to this RFQ. **This form must be returned with your RFQ.**

Reference 1
Government/ Company Name:
Address:
Contact Person and Title:
Phone:
Email Address:
Contract Period:
Scope of Work:

Reference 2
Government/ Company Name:
Address:
Contact Person and Title:
Phone:
Email Address:
Contract Period:
Scope of Work:

Reference 3
Government/ Company Name:
Address:
Contact Person and Title:
Phone:
Email Address:
Contract Period:
Scope of Work:

EXHIBIT C: Professional Services Agreement