

REQUEST FOR STATEMENTS OF QUALIFICATIONS



CITY OF EL PASO, TEXAS

CAPITAL IMPROVEMENT DEPARTMENT

SOLICITATION # 2024-0422R

ON-CALL CONSTRUCTION MANAGEMENT

MAYOR OSCAR LEESER

District 1 – Brian Kennedy	District 5 – Isabel Salcido
District 2 – Dr. Josh Acevedo	District 6 – Art Fierro
District 3 – Cassandra Hernandez	District 7 – Henry Rivera
District 4 – Joe Molinar	District 8 – Chris Canales

INTERIM CITY MANAGER

Colonel (Ret) Cary Westin

CITY ENGINEER

Yvette Hernandez, P.E.

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SECTION I - PROJECT DESCRIPTION

The City of El Paso is requesting Statements of Qualification from qualified firms to contract with the City to provide professional construction management services on an on-call basis. The firms will contract directly with the City and will work cooperatively with the City and other project team members to successfully provide the full scope of professional services required to complete project requirements.

SECTION II - SCOPE OF SERVICES

The contracts will be used for miscellaneous assignments on an on-call basis. Services include but are not limited to the following:

- Review project designs for constructability; develop independent cost estimates;
- As appropriate, participate in contractor procurement;
- Serve as the Owner's representative for construction; identify and make recommendations for approaches deviating from design documents, specifications and standards;
- Administer all phases of construction contracts from on-site mobilization, submittal reviews, change administration, project control, and closeout; ensure contractor compliance with construction contract requirements;
- Ensure compliance with design documents, applicable permits, and the City of El Paso's Capital Improvement Department Design Standards for Construction;
- Provide on-site construction oversight; ensure site control and housekeeping measures are performed as needed;
- Stakeholder coordination during construction including project design teams where substantive design changes are requested during construction and/or to respond to requests for information/clarification/deviation;
- Assist in resolving issues related to construction progress
- Ensure appropriate coordination with utilities;
- Ensure construction impacts to residents/businesses is limited; where appropriate alert residents/businesses of extent and duration of impacts;
- Ensure timely responses to contractor inquiries as required from project stakeholders;
- Perform pre-construction/readiness reviews; schedule and lead regular construction progress meetings;
- Perform construction inspections and provide quality oversight; coordinate materials testing and verify acceptability of test results;
- Validate contractor schedules and cost estimates; monitor/report project progress and scope, schedule, and budget performance;
- Review and disposition construction submittals, including shop drawings, technical data, samples, etc., requests for information/change/deviation;
- Review/approve progress payment applications;
- Develop and recommend schedule and budget recovery measures as necessary;
- Negotiate change orders, estimate cost of work;
- Provide status and daily inspection reports identifying materials delivered, equipment and personnel on-site, activities performed, issues/directions.
- Maintain project records, including photographic documentation during construction; assist in project closeout as needed;
- Develop and maintain change order, correspondence, submittals, and Requests for Proposal/Information (RFP/RFI) logs;

- Develop and maintain construction documentation, including meeting minutes, daily reports and other documentation, including photo-documentation, as required;
- Provide value engineering recommendations;
- Coordinate all issues arising from projects to ensure the contractor has all the necessary information to complete projects; and,
- Monitor construction safety and implementation of the contractor(s) safety program; ensure site safety, security, and labor compliance measures as appropriate are adequate.

KEY OBJECTIVES:

The selected firms are expected to achieve the following:

- Serve as the Owner's representative for construction projects, coordinating directly with the City of El Paso Capital Improvement Department on all related tasks and construction activities.
- Advocate the interests of the City of El Paso.
- Implement creative and innovative approaches to problem solving.
- Provide effective and informative reports of the progress of construction.
- Implement an effective quality assurance program.
- Ensure the project will meet the intended results.
- Ensure that the project will support the user department's mission, accreditation standards, and compliance with best practices.
- Assess the adequacy of contractor schedules, including overall and look ahead schedules; monitor and report on schedule performance and where necessary identify schedule recovery measures.
- Monitor and report on project construction and construction management budgets.

ELECTRONIC DOCUMENT MANAGEMENT

The selected firms are to minimize the use of large amounts of paper in an effort to promote a “green approach” to document management. Several available web-based programs or software to store, manage, view, review, and comment are commercially available. Access to the document management software used by the firms shall be provided to the City representative(s) throughout the duration of each task order issued under this contract. While not exhaustive, the following are some of the documents to be placed on web-based software:

- Concept documents
- Design documents including specifications and estimates
- Bid documents
- Contract terms and conditions
- Construction drawings
- Reissued construction drawings
- Submittals
- Correspondence
- Environmental Documentation
- Quality Assurance/Quality Control
- Meeting minutes
- Project schedules
- Daily reports
- Monthly reports
- Requests for Information/Change/Deviation
- Work Directives
- Inspection reports
- Observation reports
- Pay applications
- Change Orders
- Operations and maintenance documentation
- Closeout documents
- Warranty documents
- Photos

All documents shall be transferred electronically to the City upon completion of the project.

SECTION III - MINIMUM QUALIFICATIONS AND EXPERIENCE

- The firms shall comply with the following minimum qualifications:
- The proposed construction manager shall possess a current Certified Construction Manager credential from the Construction Management Association of America (CMAA) and/or Certified Professional Constructor from the American Institute of Constructors, and a minimum of five (5) years of construction management experience for both vertical and horizontal construction with at least one (1) project having a minimum of \$2,000,000.00 construction budget.
- The project manager for these services shall have a minimum of 7 years' experience in the management and administration of facility engineering, design and construction and shall be certified by the Project Management Institute as a Project or Program Management Professional.
- The project team is to include all disciplines to meet all quality standards and successfully deliver the project on time and within budget.
- Demonstrated knowledge of applicable city, state, and federal regulatory requirements.

REQUIRED KNOWLEDGE AND SKILLS

The selected firms shall have knowledge in the architectural, engineering and construction fields, and be familiar with engineering and construction practices. The firms shall be familiar and have experience with the following:

- Current International Building Code
- City of El Paso Subdivision Ordinance
- City of El Paso Grading Ordinance
- Capital Improvement Department Design Standards for Construction
- Texas Commission and Environmental Quality (TCEQ) requirements
- Leadership in Energy and Environmental Design (LEED) or Green Globes Compliance
- Texas Department of Health Requirements
- ADA and Texas Accessibility Standards (TAS)
- Other local, state, and federal codes, ordinances, and requirements

The firms shall have the following skills and abilities:

- Efficient time management and effective prioritization
- Proactive risk assessment
- Industry knowledge – latest construction materials and techniques
- Prepare and formulate independent cost estimates and perform cost analyses
- Prepare detailed requests for proposals
- Prepare detailed project schedules using Gantt Charts, or similar
- Review architectural and engineering drawings and specifications
- Effective conflict resolution skills
- Willingness to meet with stakeholders
- Multi-task several activities
- Effective communication, negotiation and organizational skills
- Track project and activity status and follow up on pending items
- Economize project resources
- Effective public relation skills
- Prepare daily and monthly reports
- Review pay applications
- Maintain an accurate and current submittal log

SECTION IV - EVALUATION CRITERIA

The following are the criteria the City will use to evaluate the Statements of Qualifications received in response to this RFQ.

The firms are to identify key personnel and level of commitment. Substitution of key personnel will not be permitted without written approval by the City. Statements of Qualification will be evaluated using the following criteria:

CRITERION	POINTS
1. Firm’s experience, qualifications and proven innovation related to construction / project management (see section III).	20
2. Provide approach of escalation ladder and open communication plan that will entail prompt responses to the City.	20
3. Firm / team experience in alternative delivery strategies for design and construction of public facilities.	20
4. Approach to concurrently managing existing portfolio while maintaining City of El Paso as prioritized client.	15
5. Quality Assurance and Quality Control (QA/QC) plan.	15
6. Evaluation of prior customer’s satisfaction with the work of the firm.	10
TOTAL POINTS	100

SECTION V - SUBMITTAL REQUIREMENTS

Firms interested in the above project shall submit a Statement of Qualifications (SOQ) to address the SOQ criteria by the specified cutoff date and time. The SOQ shall be a maximum length of twelve (12) pages (8 ½” x 11”), of at least 11-point font, including an organization chart. Resumes for each key team member shall be limited to a maximum length of two pages, and should be attached as an appendix to the SOQ. Resumes, cover letter, table of contents and dividing tab inserts will not count toward the 12-page limit.

Pages with criteria information will be counted towards the maximum page limit, including pages with project photos, charts and graphs. The City reserves the right to accept or reject SOQs that exceed the maximum page limit.

The submittal package must include the firm name, address, project title, principle point of contract including name, phone number and email address.

All firms shall submit a Project Reference Form for all references. **Current City of El Paso Capital Improvement Department employees may not provide references.** Please be advised that the City has recently implemented a Vendor Performance Management System and reserves the right to use current vendor performance reports in evaluating past performance.

Please see Exhibit A – Project Reference Form (PRF)

DO NOT SUBMIT A COST PROPOSAL AS PART OF THE SOQ PACKAGE:

The selected firm(s) will be required to submit a fee proposal through the provided Fee Proposal Template. The city will host a scoping meeting with the selected consultant to negotiate the final contract terms.

Please see Exhibit B – Fee Proposal

Please submit the SOQ electronically via email, One Drive or other file sharing platform at the time and date listed in the schedule on the following page. Direct your submission to aeselection@elpasotexas.gov.

PLEASE BE ADVISED THAT FAILURE TO ADHERE TO THE SPECIFICATIONS DETAILED IN THE SUBMITTAL REQUIREMENTS MAY RESULT IN DISQUALIFICATION.

SECTION VI - SELECTION PROCESS & SCHEDULE

The selection process shall consist of:

- Submittal of Statements of Qualifications
- Evaluation of Statements of Qualifications
- Notification of rankings
- Protest period
- Notification with selected firm(s)
- Negotiations with selected firm(s)
- Contract award

TENTATIVE SCHEDULE

The following tentative schedule has been prepared:

City of El Paso issues the Request for Qualifications	April 26, 2024
Non-mandatory pre-proposal conference	May 3, 2024
Deadline for submission of written questions and requests for clarification (5 PM MST)	May 8, 2024
City of El Paso provides responses and clarifications	May 13, 2024
Deadline for submission of Statement of Qualifications (SOQ) And Project Reference Forms (PRF)	May 20, 2024
Evaluation of Statements of Qualification completed	June 3, 2024
Notifications of ranking completed	June 6, 2024
Protest Period Ends	June 11, 2024
City Council recommended contract approval target date	July 2024

The non-mandatory pre-proposal conference will be held via Microsoft Teams on Friday, May 3, 2024, at 10:00 AM MST

Microsoft Teams Meeting

Join on your computer, mobile app or room device by clicking **“Join the meeting now”** below:

[Join the meeting now](#)

Meeting ID: 212 382 440 893

Passcode: YS8JYo

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SECTION VII - GENERAL INFORMATION

❖ Instructions

The City of El Paso shall not be held responsible for any oral instructions. Any changes to this RFQ will be in the form of an addendum, posted on the City's solicitation page at <https://www.elpasotexas.gov/capital-improvement/solicitation/>

❖ Statement of Qualifications

All Statements of Qualifications meeting the minimum qualifications outlined in the RFQ will be evaluated and scored by the Evaluation Committee. The Evaluation Committee will submit scores to the Capital Improvement Department Contract Manager. The Contract Manager will compile all scores and based on the scores, determine the ranking. The final rankings will then be forwarded to the City Engineer for approval.

❖ Indebtedness Ordinance 016529

Prior to presenting to City Council for award an indebtedness verification will be performed on behalf of the firms. Ordinance No. 016529 applies to contracts for engineering, architectural, and construction management services. The Ordinance stipulates that the City may refuse to enter a contract with a contracting entity that is indebted to the City.

❖ Notice of Results of Review and Ranking

The Contract Manager will notify all firms in writing of the final rankings.

❖ Protesting the Rankings

Firms that submit a SOQ may protest the rankings issued by the City. The firm has three (3) business days after being notified in writing of the ranking by submitting an official written protest letter. The letter shall provide the reasons the firm is protesting the rankings and results. All firms will be notified of any protests filed.

❖ Review of Protest

The City Engineer will review the validity of a protest regarding the ranking and shall make one of the following determinations: (1) approve the original ranking of firms and (2) direct the Evaluation Committee to reconsider the rankings.

❖ Appeal of Final Ranking and Protest

There is no appeal process after a protest has been reviewed by the City Engineer and a determination has been made.

❖ Authorization to Negotiate

The City Engineer or designee shall negotiate the fee with the highest-ranked firms. If the City Engineer or designee successfully negotiates the scope, schedule, and fees with the selected firm a professional services agreement will be prepared and executed by both the firm and the City, for the award by City Council. If the City Engineer or designee is not successful in negotiating with the highest-ranking firm the City Engineer will terminate negotiations with the said firm in writing and initiate negotiations with the second highest-ranked firm.

❖ **City Council Approval of Contract**

Successfully negotiated agreements will be presented to Council for award.

❖ **Debriefing**

It is strongly recommended that unsuccessful offerors request a debriefing on the evaluation of their SOQ. Debriefings can be requested upon final notice of the rankings but no later than seven (7) consecutive calendar days after the agreement is posted for approval on the City Council Agenda. All debriefing request(s) after seven (7) consecutive calendar days following posting will not be considered. Debriefing requests shall be sent to:

City of El Paso
Capital Improvement Program Department
Elsa Rodriguez, Contracts Manager
aeselection@elpasotexas.gov

❖ **Debarment Check**

Prior to presenting to City Council for award a debarment verification will be performed prior to entering into a contract. The Contract Manager, in conducting his/her due diligence, shall verify that the vendor does not appear on the list maintained by the federal government. The System for Award Management can be accessed at the following web link: <https://www.sam.gov/portal/SAM##1>.

❖ **City Rights**

The City of El Paso reserves the right to accept or reject any or all SOQs, to waive any informality or irregularity in any SOQ received, and to be the sole judge of the merits of the respective SOQs. If the City cannot come to terms with the finalist, the City reserves the right to approach the next ranked firm for negotiation of services.

❖ **Contact with City Employees**

All firms interested in this project (including the firm's employees, representatives, agents, lobbyists, attorneys, and sub-consultants) will, under penalty of disqualification, refrain from direct or indirect contact for the purpose of influencing the selection or creating bias in the selection process with any person who may play a part in the selection process including, but not limited to, the evaluation panel, the Mayor, City Council Members, City Manager, Deputy City Managers, Department Heads, and other City staff. This policy is intended to maintain the integrity of the selection process. All contact on this selection process must only be addressed to the authorized representative identified below.

❖ CONE OF SILENCE/ANTI-LOBBYING POLICY

The City's Cone of Silence/Anti Lobbying Policy was adopted to ensure a fair and competitive procurement environment by preventing communication between City officials, employees, or representatives and parties involved in the procurement process that could create an unfair advantage to any party with respect to the award of a City contract.

The Cone of Silence shall begin on the day that the RFQ is issued and will end on the date that the notice of the award has been posted for placement on the City Council agenda, no person or registrant shall engage in any lobbying activities with City officials and employees.

If contact is required with City employees, such contact will only be through the Capital Improvement Department email address aeselection@elpasotexas.gov.

The Cone of Silence/Anti Lobbying Policy prohibits any communication or lobbying activities during the Cone of Silence period, by any person, including but not limited to, lobbyists or service providers or potential vendors, and any of the following:

- City Staff and City Consultants, including any employee of the City of El Paso, any person retained by the City of El Paso as a Consultant on the project, or any person having participated in the development, design, or review of documents related to the project.
- City Officials, including the Mayor, Council Representatives, and their respective staff.

The Cone of Silence/Anti-Lobbying Policy does not apply to:

- Questions of process and procedure - all communications with the Capital Improvement Department will be through the Capital Improvement Department email address aeselection@elpasotexas.gov, provided the communications are strictly limited to matters of process or procedure already contained in the Request for Qualifications.
- Pre-proposal conference - Prospective consultants will be able to ask oral questions to the Capital Improvement department staff. However, all questions and responses will be made available to all consultants to whom the RFQ was issued.
- Written Communications - all written communications are to be sent through the Capital Improvement Department email address aeselection@elpasotexas.gov.
- Questions - Questions pertaining to the selection process or contract issues shall be directed to Elsa Rodriguez, Contracts Manager and authorized representative at aeselection@elpasotexas.gov. All inquiries shall be in writing.

EXHIBIT "A"
PROJECT REFERENCE FORM (PRF)

Directions: Request references from three (3) public agencies for which you have substantially completed similar work. Reference form should be completed and submitted by the person directly responsible for oversight of the project. Please submit via email prior to the date and time listed below. If the form is received after the date and time specified, it will not be accepted. If your firm has not completed prior projects with the City of El Paso, you will not be penalized. **PROJECT REFERENCE FORMS FROM CURRENT CITY OF EL PASO CAPITAL IMPROVEMENT DEPARTMENT EMPLOYEES WILL NOT BE ACCEPTED.**

PRF & SOQ Due: May 20, 2024 @ 5 PM (MST)

PROJECT NAME :2024-0422R – On-Call Construction Management Services

NAME OF COMPANY TO BE EVALUATED: _____

NAME OF PROJECT AND DATE COMPLETED: _____

QUESTIONS:

1. Has the above-referenced project reached substantial completion? (circle one) Yes No
2. What project delivery method was utilized? (circle one) Designed-Bid-Build Design-Build CMAR
3. What was the firm’s role, and in what capacity did they serve on the above-referenced project?

On a scale of 1 to 10 (1 being poor, 10 being Excellent) how would you rate this company’s performance on the following:

Rate: 1-10 (Only)

How would you rate work performed by this firm on your project?	
Was the project completed on time?	
Was the project completed within budget?	
What was the quality of the work performed?	
Was staff proactive in solving problems that may have occurred on your project?	
What was the extent of staff turnover? (10=low staff turnover, 1=high staff turnover)	
Would you be willing to contract with this firm again? (10=Yes, 1=No)	

TOTAL POINTS (maximum 70 points): _____

Name of Agency or Firm Submitting Evaluation: _____

Name of Reviewer: _____

Please email form directly to Elsa Rodriguez at aeselection@elpasotexas.gov by the time and date shown above.



A. PROPOSAL DETAILS

Consultant Name: _____
 Project Name: _____
 Solicitation No: _____
 Date Submitted: _____

B. OFFICE PERSONNEL

LABOR CLASSIFICATION	YEARS OF EXPERIENCE	HOURLY RATES		
		2024	2025	2026
Principal:	15+			
MEP Estimator:	10+			
Cost Estimator:	10+			
Scheduler:	10+			
Project Manager:	10+			
Project Manager:	5+			
Admin / Clerical / Document Control:	5+			

C. FIELD PERSONNEL

LABOR CLASSIFICATION	YEARS OF EXPERIENCE	HOURLY RATES		
		2024	2025	2026
Project Engineer:	15+			
Construction Manager:	10+			
QA / QC Manager:	10+			
Construction Inspector II:	10+			
Construction Inspector I:	5+			

D. REIMBURSABLE COSTS

Mileage	Current IRS approved Rate
Sub Consultants:	Billed at cost x 1.10
Materials and Supplies:	Billed at cost

Notes:

- 1: Billing rates shall be fully burdened and include labor, overhead, and profit.
- 2: Maximum 2.5% billing rate increase per year will be approved.