

REQUEST FOR STATEMENTS OF QUALIFICATIONS



CITY OF EL PASO, TEXAS

CAPITAL IMPROVEMENT DEPARTMENT

SOLICITATION # 2024-0438

GEOTECHNICAL & MATERIAL TESTING SERVICES

FOR THE

**EL PASO PUBLIC SAFETY AND FIRE DEPARTMENT HEADQUARTERS AND
VEHICLE MAINTENANCE AND LOGISTICS CENTER PROJECT**

MAYOR OSCAR LEESER

DISTRICT REPRESENTATIVES	
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 Capital Improvement Department is seeking a material testing lab to provide professional engineering services in the field of geotechnical and material testing for the new public safety facilities to be located in northeast El Paso. These facilities include the following: Fire Department administration headquarters, fire vehicle maintenance and logistics center, fire training academy, fire apparatus and vehicle storage, police training academy, indoor shooting range, a shared Emergency Vehicle Operations Center (EVOC) pad, running track, gymnasium, weight room and locker rooms. Supplemental facilities will consist of a residential fire training structure, commercial fire training structure, and a Hogan's Alley. In addition to these facilities, the overall site is to be developed for the future addition of the Police Department Headquarters. These facilities are being delivered via a Design-Build (DB) contracting strategy.

Estimated Construction Start Date: Fall 2024

Estimated Construction Completion Date: Winter 2026

SECTION II - SCOPE OF SERVICES

This contract will be used for geotechnical and materials testing services for the El Paso Public Safety and Fire Department Headquarters and Vehicle Maintenance and Logistics Center. Project specification is issued with this RFQ for reference.

Services to be included:

- Investigation
- Planning
- Construction materials testing and inspection
- Design recommendations

Products required to include:

- Reports

The firm shall render the following services in connection with the construction of the project:

- Provide professional engineering services in the field of geotechnical and materials testing.
- Provide technical and professional engineering consultation for geotechnical investigations and related laboratory testing services including labor, equipment and materials for the projects.

- Provide materials engineering and testing, and construction quality assurance / quality control (QA/QC) services. All field and laboratory procedures shall be performed under the direct supervision of a registered professional engineer in accordance with ASTM E 329 Standards Recommended Practice for Inspection and Testing Agencies for Concrete, Steel, and Bituminous Materials as used in construction.
- Provide the City a monthly report of tasks and activities related to this service. Report should include project name, percent of testing completed, number of invoices paid, total amount of purchase order and report failures.
- Provide notification when contractor requests overtime for testing. Overtime for testing services will be paid for Contractor. The City will not pay overtime unless requested and is approved in writing by the City.
- The Contractor will pay for failed tests. The City will be provided with date, time and number of failed tests.
- Provide virtual depository to host all testing reports.
- Provide only those services which lie within the technical and professional areas of expertise which the firm is adequately staffed and equipped to perform. The firm shall be experienced and able to demonstrate the certifications, equipment, and ability to perform the following:

SOILS

- Nuclear Density
- Sand Cone Density
- Gradation
- Hydrometer Analysis
- Atterberg Limits
- Specific Gravity
- Soil Stabilization Design
- Moisture-Density Relation
- Unconfined Strength
- Permeability (Falling Head, and Constant Head)
- California Bearing Ratio (CBR)

CONCRETE

- Mix Designs
- Flatness / Levelness
- Slump & Air Content
- Unit Weight/Yield
- Compressive Strength
- Flexural Strength
- Coring, and Testing of Cores.

MASONRY

- Compressive Strength of Masonry Units
- Compressive Strength of Constructed Prisms
- Mortar Mix Design
- Strength of Mortar
- Absorption
- Grout Mix Design

ASPHALT

- Pavement Section Design
- Bitumen Extraction
- Stability & Flow
- Mix Designs
- Aggregate Gradation
- Specific Gravity
- Unit Weight
- Coring

AGGREGATES

- Moisture Content
- Gradation
- Specific Gravity
- Soundness
- Los Angeles Abrasion
- Absorption
- Clay Lumps/Friable Particles
- Flat/Elongated Pieces
- Fractured Faces.

WELDS

- Acoustics
- Radiographic
- Dye Penetrants
- Magnetic Particle (Ferrous Metal only)
- Visual Testing
- Bolt Inspections
- Ultrasonic Testing of Welds

PAINT AND PRIMER

- Mill Thickness
- Lead (lead free)

ELECTRICAL

- Ground Resistance Test (mega-ohms)
- Insulation Test

FOUNDATION

- Shallow Foundations (Continuous and spread)
- Deep Foundations (Driven piles, drilled shafts and auger-cast piles)
- Mats and Post-Tensioned Slabs.
- Bearing Capacity (Ultimate and Allowable) Analysis.
- Settlement Analysis
- Load Testing of Foundations
- Construction Inspection of all Types of Foundation.
- Failure Analysis and Remediation Design for Distressed Foundation and Retaining Walls.

ROADWAY SOIL SURVEYS & PAVEMENT DESIGN

- Streets, Airfields and Parking Lots.
- Flexible and Rigid Pavement Designs.
- Subgrade, Subbase and Base Course Stabilization Analysis.
- Construction Materials Specifications.
- Pavement Failure Analysis and Remediation Design.

SLOPE STABILITY & EARTHEN RETENTION SYSTEMS

- Earth Pressure Coefficients
- Slope Stability Analysis
- Shoring & Trench Safety System Designs
- Retaining Walls-gravity, sheet pile, bulkhead, cantilever, etc.

OTHER MATERIALS TESTING AS REQUIRED

KNOWLEDGE AND SKILLS

The firm shall have knowledge in the geotechnical engineering and materials testing field and be familiar with engineering and construction practices. The firm shall be familiar and have experience with the following:

- Current International Building Code
- Pertinent Federal Aviation Administration (FAA) advisory circulars
- EPIA Operations and Security Constraints
- City of El Paso Subdivision Ordinance
- City of El Paso Grading Ordinance
- Texas Commission and Environmental Quality (TCEQ) requirements
- Leadership in Energy and Environmental Design (LEED) or Green Globes Compliance and Requirements
- Texas Department of Health Requirements
- ADA and Texas Accessibility Standards (TAS)
- Other local, state, and federal codes, ordinances, and requirements

TASK ORDER ASSIGNMENT GOALS

The selected firm is expected to achieve the following goals:

- Provide exemplary geotechnical and material testing services.
- Get familiarized with project construction documents and assure compliance to materials testing requirement for the project.
- Develop project budget and enforce compliance of project budget.

KEY OBJECTIVES

The selected firm is expected to achieve the following:

- Work in conjunction with the Capital Improvement Department and project team to successfully resolve issues.
- Implement creative and innovative approaches.
- The firm will assure that this project will support the relevant department mission, accreditation standards and compliance with best practices.

SECTION III - MINIMUM QUALIFICATIONS AND EXPERIENCE

The geotechnical and materials testing firm will be selected through a qualifications-based selection process. Firms interested in providing geotechnical and materials testing services must submit a Statement of Qualifications (SOQ) that addresses the following issues in the following order:

The firm shall comply with the following minimum qualifications:

- Firm shall be staffed with a Technical Service Group that consists of certified field and laboratory technicians.
- All field and laboratory work shall be performed by certified technicians with at least five (5) years of materials testing and inspection experience.
- Members of the Technical Service Group shall maintain the following qualification and certifications:
 - Current National Institute for Certification in Engineering Technologies - Construction Materials Testing, Level I-IV.
 - Current National Institute for Certification in Engineering Technologies- Geotechnical Engineering, Levels I-III.
 - Current American Concrete Institute-Grades I and II Concrete Technician.
 - Current Nuclear Gauge Operator and Safety Training Certification.
- Assigned project manager must be a registered Professional Engineer.
- Demonstrated knowledge of applicable local, state and federal regulatory requirements.

SECTION IV - EVALUATION CRITERIA

The following are the criteria the City will use to evaluate the Statements of Qualifications (SOQ) received in response to this RFQ:

Criterion	Points
PROJECT MANAGER AND TEAM EXPERIENCE	
Proposed project manager experience demonstrating qualifications for this project	10
Proposed firm's experience demonstrating qualifications for this project	10
Evaluation of prior customer's satisfaction with the work of the firm (PRFs)	10
PROJECT UNDERSTANDING AND APPROACH	
Understanding of the objectives, products and services required	15
The proposed firm's solution/approach to fulfilling the objectives, products and services required and addressing any anticipated challenges and/or associated risks	20
The proposed firm's availability to meet task order assignments as necessary	15
Team approach: Strategies and practices for coordination of project team/subconsultants	10
EL PASO PROJECT ISSUES – EXPERIENCE/UNDERSTANDING	
Infrastructure and site development; permitting requirements	2
Coordination with area utilities	2
Regional agency coordination and regulatory requirements	2
Construction costs and bidding conditions	2
Environmental resources, conditions and constraints	2
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.

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

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 City will host a scoping meeting with the selected consultant to negotiate the final contract terms.

Please be advised that failure to adhere to the specifications detailed in the submittal requirements may result in disqualification.

SECTION VI - SELECTION PROCESS AND SCHEDULE

The selection process shall consist of:

- Submittal of Statements of Qualification
- Evaluation of Statements of Qualification
- Notification of ranking
- Protest period
- Notification w
- Negotiation with selected firm
- Contract Award

TENTATIVE SCHEDULE

The following tentative schedule has been prepared:

City of El Paso issues the Request for Qualifications	March 8, 2024
Non-mandatory pre-proposal conference	March 19, 2024
Deadline for submission of written questions and requests for clarification (5 PM MST)	March 26, 2024
City of El Paso provides responses and clarifications	April 1, 2024
Deadline for submission of Statement of Qualifications (SOQ) And Project Reference Forms (PRF)	April 9, 2024
Evaluation of Statements of Qualification completed	April 23, 2024
Notifications of ranking completed	April 29, 2024
Protest Period Ends	May 2, 2024
City Council recommended contract approval target date	May 2024

The non-mandatory pre-proposal conference will be held via Microsoft Teams on Tuesday, March 19, 2024 at 11:00 AM MST.

Microsoft Teams meeting

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 230 091 847 39

Passcode: cbRrVE

[Download Teams](#) | [Join on the web](#)



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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 firm(s). 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: April 9, 2024 @ 5 PM (MDT)
Submit to: Elsa Rodriguez @ aeselection@elpasotexas.gov

PROJECT NAME: Geotechnical & Material Testing Services for The El Paso Public Safety and Fire Department Headquarters and Vehicle Maintenance and Logistics Center Project

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