

# REQUEST FOR STATEMENTS OF QUALIFICATIONS



**CITY OF EL PASO, TEXAS**

**CAPITAL IMPROVEMENT DEPARTMENT**

**SOLICITATION# 2024-0482R**

**ON CALL REAL ESATE APPRAISAL SERVICES**

**MAYOR OSCAR LEESER**

<b>City Districts and Representatives</b>	
<b>District 1 – Brian Kennedy</b>	<b>District 5 – Isabel Salcido</b>
<b>District 2 – Dr. Josh Acevedo</b>	<b>District 6 – Art Fierro</b>
<b>District 3 – Cassandra Hernandez</b>	<b>District 7 – Henry Rivera</b>
<b>District 4 – Joe Molinar</b>	<b>District 8 – Chris Canales</b>

**INTERIM CITY MANAGER**

Colonel (Ret) Cary Westin

**CITY ENGINEER**

Yvette Hernandez, P.E.

## TABLE OF CONTENTS

<b>REQUEST FOR QUALIFICATIONS</b>	<b>PAGE#</b>
SECTION I - PROJECT DESCRIPTION .....	3
SECTION II - SCOPE OF SERVICES .....	3
SECTION III - MINIMUM QUALIFICATIONS AND EXPERIENCE.....	4
SECTION IV - EVALUATION CRITERIA.....	5
SECTION V - SUBMITTAL REQUIREMENTS .....	6
SECTION VI - SELECTION PROCESS AND SCHEDULE.....	7
SECTION VII - GENERAL INFORMATION .....	8
EXHIBIT "A" - PROJECT REFERENCE FORM (PRF).....	11

## **SECTION I – PROJECT DESCRIPTION**

The City of El Paso is requesting Statements of Qualification from qualified firms to provide professional real estate appraisal services to assist the City in property and land valuation efforts. The selected 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 property appraisals on an on-call basis. Services for the property include:

- Appraisal
- Property inspections
- Valuation data
- Appraiser certification
- Purpose and Significance of Appraisal
- Expert witness services in Eminent Domain and other Judicial Proceedings

Products required to include:

- Appraisal reports
- Property valuation and appraisal analyses
- Legal and title matters affecting value

The following provides a general description of services, standards, and products required:

- The appraiser shall personally inspect the property, to include any building, structure improvements, fixtures and appurtenances;
- The appraiser shall make investigations, studies and property inspections as are appropriate to enable the appraiser to derive sound conclusions and to prepare the appraisal report;
- The appraiser must provide to the City appraisal services that meet the definition of an appraisal as required by applicable federal, state and local laws, regulations, policies and procedures;
- The appraiser shall appraise the property and prepare and deliver an electronic file of the appraisal report to the City;
- The text of the appraisal report shall provide a full explanation of the appraiser's reasoning and analyses of the evidences of value, to include maps, plans, photographs, or other exhibits as necessary;
- The appraisal report shall utilize basic appraisal principles and standards of professional practice to set forth the market value of the property
- The appraisal report shall provide values requested by the City in the Request for Proposal
- Because Federal and State funding could be used for this Sample Project, all efforts must conform to the latest editions of the TxDOT Real Estate Acquisition Guide for Local Public Agencies, TxDOT ROW Appraisal and Review Manual, Right-of-Way Acquisition Manual, and other applicable codes, ordinances, criteria, standards, regulations, policies, guidelines, practices and procedures.

- Because Federal funds are often involved in the City project for which the property is being appraised, unless instructed to the contrary in writing by the City, the Appraiser and the appraisal must meet the specific requirements under the URA and 24 CFR.103 in Title 49, unless the appraisal is a review appraisal in which event the appraiser must meet the specific requirements of 24 CFR 24.104
- The Appraiser shall furnish services in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A. Part 21, Non-discrimination in federally-assisted programs of the Department of Transportation-Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulation may be amended. The Appraiser shall also comply with the applicable provisions of Section 504 of the Rehabilitation Act of 1973 (P.L. 93-112) and 49 CFR Part 27.

### **SECTION III - MINIMUM QUALIFICATIONS AND EXPERIENCE**

The appraisal firms shall comply with the following minimum qualifications:

- The assigned appraiser must be a state certified “Certified General Appraiser” by the State of Texas. **Certification must be included with submittal.**
- The appraisal firm must be a member of the Appraisal Institute.
- The firm must have a qualified expert witness.

**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.

City is interested in the prime firm's history and success with projects of similar programs, budgets, and/or clients as the project described in this solicitation. City may consider history of firm in complying with project programs, schedules, and budgets on previous City projects

<b>CRITERION</b>	<b>POINTS</b>
<b>1. Firm’s experience and capabilities related to providing appraisal services</b>	<b>20</b>
<b>2. Qualifications and experience of proposed appraisers and supporting staff</b>	<b>20</b>
<b>3. Firm’s ability to perform work within the given schedules and deadlines</b>	<b>15</b>
<b>4. Understanding of El Paso project issues</b>	<b>15</b>
<b>5. Firm’s history of ethics violations or board actions</b>	<b>10</b>
<b>6. Firm’s technical capabilities</b>	<b>10</b>
<b>7. Evaluation of prior customer’s satisfaction with the work of the firm</b>	<b>10</b>
<b>TOTAL POINTS</b>	<b>100</b>

## **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](mailto: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 rankings
- Protest period
- Notification with selected firm
- Negotiations with selected firm
- Contract award

**TENTATIVE SCHEDULE**

The following tentative schedule has been prepared:

<b>City Of El Paso Issues Request for Qualifications</b>	<b>March 25, 2024</b>
<b>Non-mandatory pre-proposal conference</b>	<b>April 2, 2024</b>
<b>Deadline for Submission of written questions and requests for clarification</b>	<b>April 5, 2024</b>
<b>City of El Paso provides responses and clarifications</b>	<b>April 10, 2024</b>
<b>Deadline for submission of statement of qualifications (SOQ) and project reference forms (PRFs)</b>	<b>April 17, 2024 5:00 P.M.</b>
<b>Evaluation of statements of qualification completed</b>	<b>May 1, 2024</b>
<b>Notification of ranking completed</b>	<b>May 7, 2024</b>
<b>Protest period ends</b>	<b>May 10, 2024</b>
<b>City council recommended contract approval target date</b>	<b>June 2024</b>

The non-mandatory pre-proposal conference will be held via Microsoft Teams on April 2, 2024 at 1:30 PM (MST)

**Microsoft Teams meeting:**

**Join on your computer, mobile app or room device**

[Click here to join the meeting](#)

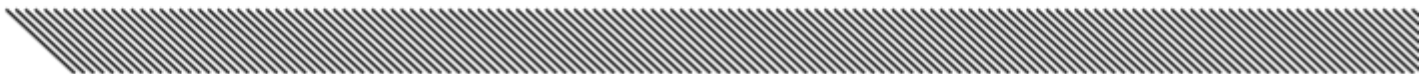
Meeting ID: 239 436 514 246

Passcode: AJYj5Z

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



Questions regarding SOQ, please contact Elsa Rodriguez at [aeselection@elpasotexas.gov](mailto:aeselection@elpasotexas.gov).



## **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](mailto: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](mailto: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](mailto: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](mailto: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 DATE AND TIME:** April 17, 2024 @ 5 PM (MST)

**PROJECT NAME:** Solicitation 2024-0482 - On-Call Real Estate Appraisal 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

**QUESTIONS:**

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

	<u>Rate: 1-10 (Only)</u>
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 [aselection@elpasotexas.gov](mailto:aselection@elpasotexas.gov) by the time and date shown above.**