

REQUEST FOR STATEMENTS OF QUALIFICATIONS



CITY OF EL PASO, TEXAS
SOLICITATION #2024-0501 R

ARCHITECT & ENGINEERING SERVICES
FOR THE
YSLETA PORT OF ENTRY PEDESTRIAN IMPROVEMENTS PROJECT

MAYOR OSCAR LEEER

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.

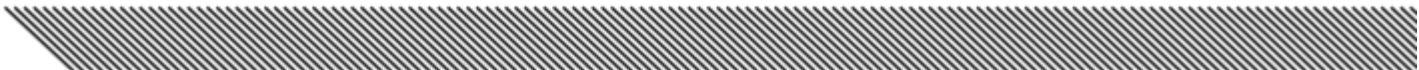


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SECTION I - PROJECT DESCRIPTION

The City of El Paso is requesting Statements of Qualification, pursuant to the Professional Services Procurement Act, 23 CFR, Part 172, and Subchapter A, Chapter 2254, of the Texas Local Government Code, from interested and qualified firms to provide professional engineering, architectural, and surveying services for the design of the Ysleta Port of Entry Pedestrian Improvements Project. Effective January 1, 2000 HB 1544 requires that any entity offering engineering services to the public of Texas must register with the Texas Board of Professional Engineers. Evidence of TBPE Provider Registration must be provided to the City and maintained throughout the duration of the contract. The selected firm will contract directly with the City of El Paso and will work cooperatively with the City and other affected entities and team members to successfully provide the full scope of professional services required to complete the project requirements.

SECTION II - SCOPE OF SERVICES

SERVICES REQUIRED

The selected firm is expected to achieve design services for the following components to the YSLETA PORT OF ENTRY (West of the international boundary, up to Loop 375 and Zaragoza intersection)

- Intersection improvements
 - Improved crosswalks: raised pedestrian crossings, marked crosswalks, median islands.
 - Pedestrian warning signs and signals.
- Pedestrian Paths and Amenities
 - Shade canopies over walkways
 - Pedestrian-level light fixtures
 - Streetlights
 - Landscaping improvements
- Security-related improvements
 - screening walls
 - CCTVs for security; improved low-impact storm water drainage.
- Drop-off and Pick-up area
 - Dedicated pedestrian drop-off and pick-up zones
- Bus Stop

Investigation:

The firm is responsible for meeting with stakeholders to obtain all necessary design standards and specifications such as the City of El Paso Design Standards, Federal, and State standards, among others.

Design:

Design shall meet all City, State, and Federal requirements for the project.

The firm is responsible to submit a turnkey design product. The firm shall be responsible for providing State of Texas licensed Engineers, Architects, and Land Surveyors required by the State to perform this type of project design specified. The firm shall follow State design specifications and procedures for the development of the specified project and comply with all laws, regulations and policies set by the City of El Paso and the State of Texas. Irrigation design shall be designed by a licensed irrigator registered in the State of Texas and shall comply with City of El Paso Design and Construction Standards for park facilities. In addition, the firm shall be responsible for necessary TDLR fees, registration, and for inspection.

Aside from complying with local building codes, the firm shall comply with the City of El Paso Design Standards for Construction and Grading Ordinance, City of El Paso Design and Construction Standards for park facilities, City of El Paso Capital Improvement Department Drawing Guidelines, City of El Paso Bike Plan, National Association of Transportation Officials Urban Bikeway Design and Urban Street Design Guide, and the Dark Sky Ordinance as applicable (links below):

City of El Paso Design Standards for Construction

<https://www.elpasotexas.gov/assets/Documents/CoEP/Streets-Maintenance/Pavement-Cuts/Design-Standards-for-Construction-Section.pdf>

Grading Ordinance, Chapter 18.44 of the El Paso Municipal Code

https://library.municode.com/tx/el_paso/codes/code_of_ordinances?nodeId=TIT18BUCO_CH18.44GR

City of El Paso Design and Construction Standards for park facilities

<https://old.elpasotexas.gov/parks-and-recreation/new-twocolumnsidebar/standard-details/>

City of El Paso Bike Plan

https://www.elpasotexas.gov/assets/Documents/CoEP/Capital-Improvement/Project-Updates/081616-EPBP_Plan_August-2016.pdf

National Association of Transportation Officials Urban Bikeway Design and Urban Street Design Guide

<https://nacto.org/publication/urban-bikeway-design-guide/>

Dark Sky Ordinance

https://library.municode.com/tx/el_paso/codes/code_of_ordinances?nodeId=EL_PASO_TEXASMUCO

City of El Paso Capital Improvement Department Drawing Guidelines

<https://elpasotexas.gov/capital-improvement/>

The firm is responsible with ensuring the project design is compliant with all federal, state, and local regulations and ordinances.

Early in the design the firm shall coordinate with the City Purchasing Director and staff and City support departments to prepare proposal notices, create proposal documents and assist in procurement of materials, rental/lease equipment, professional design services, selection cross sections, or other items needed to implement the federal/state funded projects, this may include multiple proposals for contracted work for various projects.

Provide Architectural/Civil Engineering project management and design and survey services, plans, contract documents, estimates and specifications and prepare construction contracts and an Engineer's Report, if requested.

Sole sourcing will not be allowed. The firm shall prepare both design and performance specifications. The firm shall provide a guide schedule of testing and sampling meeting current TxDOT specifications. Buy America must be enforced during the design process.

The firm shall respond to comments regarding constructability, operability reviews on proposed construction projects and assist the City with but not limited to the following items: review of proposed construction projects including such items as detail and cut omissions and inconsistencies between plans and specifications, vague or ambiguous notes, references, and lack of coordination between the drawings of all disciplines involved in the project.

All efforts must conform to the latest editions of the TxDOT Project Development Process Manual, the Roadway Design Manual, the PS&E Preparation Manual, TxDOT accepted environmental and Right-of-way processes, and other applicable codes, ordinances, criteria, standards, regulations, policies, guidelines, practices and procedures.

Errors and Omissions on Design:

The firm shall revise the work authorized which are necessary to correct the firm errors and omissions appearing therein, when required to do so by the City (Owner). No additional compensation shall be paid for this work.

Studies and Reports:

The firm shall perform research and database creation to conduct studies and produce reports to include investigations, drawings and sketches and, cost estimates. Reports shall include description of alternatives considered, estimates of construction costs, conclusions and recommendations. This task includes the preparation of feasibility studies, structural analysis, design analysis, traffic impact analysis, and other studies as required.

Planning:

The firm shall assist the City in providing schedules for obtaining utility easements, utility service lines and other permits. The firm shall comply with requirements set by the Capital Improvement Department Planning Division and TxDOT. Preparation of plans, specifications and cost estimates for design of buildings, structures and similar construction, design of street and drainage improvements, other site improvements, civil, structural, soils forensic engineering, and subsurface utility engineering to include records research and field verification. The firm shall present design to City of El Paso Bicycle Advisory Committee for specified projects.

Soils Investigation:

The firm shall provide a soil investigation and soils forensic engineering, and pavement design report for specified projects. Pavement design report shall include a life expectancy analysis.

Cost Estimates:

The firm shall develop and submit the construction cost estimates. The cost opinion of construction cost provided by the Consultant, as required herein, are to be made in light of such familiarity and are expected to be within **ten percent (10%)** of the bid for the base bid item expected from the lowest responsible bidder. As noted herein, if the all responsible bids exceed the final cost opinion by more than **ten percent (10%)**, the firm agrees, at the direction of the City, to redesign the project without additional charge to the City in order to bring the project within the budgetary limitations. After bidding, the firm shall submit a bid evaluation per bid item table and a letter of recommendation/rejection of bids.

Design Analysis:

The firm shall perform design analysis for the project to ensure public safety. Design analysis shall include all engineering calculations for review by the City, governmental authorities who may have jurisdiction over each construction contract, and public utilities. All design analysis must comply with all applicable City, County, State, and Federal laws and regulations.

Technical Specifications:

The firm shall prepare and provide technical specifications. The specifications shall be based on the most current version of TxDOT specifications. No sole sourcing shall be allowed. All specifications must include type of materials listed in the construction drawings, placement method and quality control and quality assurance testing. The specification shall correlate with unit price format. All specifications must comply with established specification standards and formats. The firm shall provide both design and performance specifications.

ADA Compliance and Requirements:

The firm shall include and comply with ADA, T.A.S, and Texas Department of Licensing and Regulation requirements.

If required, the firm will employ the services of a Registered Accessibility Specialist (RAS) to perform a review of design documents and inspection of construction. The firm shall comply with RAS design comments.

Public Art:

If directed by the Capital Improvement Department, the firm shall coordinate with the Museum & Cultural Affairs Department (MCAD) for concept, design and installation of the Public Art.

Surveys:

The firm shall provide all topographic, horizontal surveys necessary to provide a complete design. Survey shall include project boundaries, improvement surveys and identify all utilities. Immediately after NTP, the firm shall verify all ROW boundaries and identify any conflicts with the project.

Geometric Improvements:

The firm shall provide a detailed schematic and preferred geometric alignment, including typical section(s) that should be defined enough to determine basic requirements such as drainage structures, right of way (ROW), business or home relocations, and utility conflicts that must comply and meet with all applicable City, County, State, and Federal laws and regulations.

The firm shall be responsible for the preparation of traffic data. Add existing ROW limits and location of utilities. Generate preliminary cross sections to aid in determining right of way (ROW) needs and control of access restrictions, and examine needs for special drainage or run-off pollution control measures, and hydraulic system issues. Show how constraints will be handled, consider utility conflict, and

identify potential conflicts. Prepare and evaluate pavement design report for compatibility with proposed construction, skewed intersections or replace with better functional and operational design. Identify needed design exceptions or waivers. Establish sizes of drainage structures add location and size to schematic. Obtain project specific minute order, if required. Coordinate landscape with landscape architect.

Initiate railroad coordination for all work within railroad right of way (ROW). Locate all potential railroad crossings within project limits and determine existing crossing within project limits. Determine existing crossing conditions, traffic control, and identify the need and recommendations for interconnection, closing or consolidate grade crossings.

Environmental Issues:

The firm to comply with all NEPA requirements will perform an environmental study. The firm may use a sub provider if the prime firm does not have the capability to perform this task with their own staff.

Building Permits, Special Permits, and Other Land Use Permits:

The firm shall be responsible to comply with all local, state, and federal codes. The firm shall be responsible to submit required sets to City of El Paso Planning and Inspections Department for review and approval during final design phase period. The firm shall be responsible to obtain approval from the City of El Paso Planning and Inspections Department before the construction documents are submitted for bid advertisement. It shall be the responsibility of the firm to follow up review and approval process with the City of El Paso Planning and Inspections Department. After approval, the firm will pick up approved plans and store them in a safe place. The firm shall not be responsible to pull permit. The pulling of the permit shall be responsibility of building contractor. The City of El Paso Planning and Inspections Department shall be responsible to review grading and drainage, storm water pollution prevention plan, electrical, structural, mechanical, plumbing permit requirements.

The firm shall be responsible for the preparation all documents that include but are not limited to: metes and bounds descriptions, site plans, elevations, floor layouts, and applications for permits, special permits, zoning changes, and land use permits. The provider shall represent the City of El Paso to make presentations, answer questions at the City of El Paso Bicycle Advisory Committee meetings and City Council meetings.

Storm Water Pollution Prevention and Erosion Control Plan:

The firm shall prepare and provide storm water pollution prevention plan. The firm shall be responsible to be knowledgeable on the storm water pollution prevention plan requirements. The storm water pollution prevention plan shall be submitted to the City of El Paso Planning and Inspections Department and TxDOT district office for review and approval.

Utility Services and Utility Easements:

Based on the design, the firm shall coordinate with all utilities and interested parties that will be affected by the proposed project improvements. The firm shall submit all applications to the utilities and interested parties on behalf of the City of El Paso. However, the City of El Paso shall pay all utility service fees. The firm will not pull the installation of service. The building contractor shall coordinate the installation of the service. Construction documents shall clearly show all utility company contacts and type of service requested. Before the construction documents are submitted for bid advertisement, the firm shall submit all utility service requests. The firm shall prepare all metes and bounds descriptions for utility easements and/or vacations. The firm shall coordinate easements and/or vacations with City of El Paso staff and respective utility companies and all interested parties. All documents and coordination efforts by the firm shall be complete by or before the 90% design phase due date. A checklist of all coordinated services, easements shall be submitted monthly.

Utility Coordination:

The firm shall be responsible to coordinate design efforts with all affected utility companies and interested parties. The purpose is to minimize utility relocation without compromising design standards. The firm shall verify utility lines, valves, covers, manholes, etc. from the different utility companies and interested parties during the preliminary design phase, subsurface utilities shall be included as part of the firm's responsibilities to include records research and field verifications. All existing utility structures shall be shown on the preliminary design plan submittal. The firm shall meet with all affected utility companies and interested parties to discuss proposed design. Based on these coordination meetings and correspondence that is sent between the firm and utility companies and interested parties the need and extent of relocation shall be determined. If a dispute arises, the firm shall immediately setup a meeting between the City of El Paso Project Manager and the utility company or interested parties to resolve the dispute. The firm on behalf of the City of El Paso shall request from all utility companies or interested parties that they relocate all lines that conflict with new improvements. However, EPWU can request that the City of El Paso include as part of the street and drainage improvement bid package the relocation of their utility lines provided that the utility company or interested parties signs an agreement with the City and funding is provided. The firm shall coordinate this effort with the utility companies and interested parties and advise them of the City of El Paso policy to minimize pavement cuts on new roadways. All correspondence and meeting minutes shall be submitted to the City of El Paso when each phase is due. Construction documents shall clearly show all existing and proposed utility lines and utility company or interested party contacts. All documents and coordination efforts by the firm shall be complete by or before the final design phase due date. The firm shall submit all utility clearance letters from each utility company or interested parties by or before the 90% design phase. If relocations cannot occur before construction consultant must incorporate into construction phasing and coordinate relocation date.

Public Involvement:

The firm shall assist the City throughout public outreach activities required by the NEPA or City processes in providing plans/exhibits showing the proposed improvements and how those proposed improvements will affect adjacent property owners and in identification of stakeholders. Community meetings will be held for the design phase, and the firm shall be responsible to attend to include virtual meetings, prepare the presentation, display required exhibits for the proposed improvements, and assist the City in answering any questions.

Street Car Track Access:

If required, the firm shall be responsible to follow the Track Access Program Policy on the El Paso Streetcar (EPSC) Operational Right-of-Way (ROW) and under any streetcar infrastructure within 10 feet and 25 feet of the track centerline to include trenching and/excavations. <http://www.sunmetro.net/streetcar/track-access>.

Traffic and Pedestrian Control Plan and Analysis:

The firm shall provide a traffic and pedestrian control plan based on traffic analysis. Traffic analysis may also include miscellaneous assignments related to planning, geometric design and traffic operations of roads, streets and highways and their networks, terminals, abutting lands and relationships with other modes of transportation for the achievement of safe, efficient and convenient movement of people and goods. The firm will be required to present TCP to TxDOT's safety review committee.

Design Schedule Plan:

The firm shall include a schedule showing major design phases through the TxDOT process. Schedule shall include project initiation, submittal dates, DDR dates, design completion date, letting and award dates, crucial environmental milestones, and construction time.

Construction Sequencing Plan:

The firm shall provide a construction-sequencing plan. The firm shall take into consideration all work tasks required of all base bids, and different work tasks to include EPWU, which shall be shown as other phases or on its own.

Construction Schedule:

The firm shall meet with City of El Paso Project Manager and Construction Manager to determine construction schedule. The schedule shall consider lead delivery time of materials, equipment, and any known utility relocations. The firm shall evaluate proposed changes to the contract and actively manage impacts to the project. The meeting shall be held after pre-final plans are submitted, but before Final Design Notice to proceed is issued. The information will allow the firm to prepare a current market cost estimate at the final design phase submittal.

Contract Time Determination:

The firm shall prepare a contract time determination to identify clearly and accurately the critical path as the longest continuous path. Provide a legend for all abbreviations, run date, data date, project start date, and project completion date in the title block necessary for the activities and estimated expected duration of the activity or milestone indicating the progress of the project.

Using calendars incorporate seasonal weather conditions into the schedule for work (e.g., earthwork, concrete paving, structures, asphalt, drainage, utilities, etc.) that may be influenced by temperature or precipitation. Also, include non-work periods such as holidays, weekends, or other non-work days as identified in the contract.

PRODUCTS REQUIRED:**Pre-Design Report (If applicable)**

The firm shall be responsible to deliver a Pre-Design Analysis before submitting the 30% design phase, after NTP and time period will be determined on a per project basis. This process shall include but not be limited to the following:

- Evaluate existing ROW and expected ROW acquisition if any
- Evaluate street alignment
- Develop typical sections
- Pavement design based on geotechnical recommendation
- Identify possible utility conflicts
- Identify possible additional conflicts with proposed improvements
- Provide construction estimate of proposed improvements
- Evaluate bicycle and pedestrian improvements

30% Design:

The firm shall submit the following preliminary design submittal, as applicable.

- Coversheet (90% complete)
- Quantity Summary Sheet (100% complete)
- Landscape Architectural Plan and Details (50% complete)
- Electrical Plan and Details (50% complete)
- Mechanical Plan and Details (50% complete)
- Plumbing Plan and Details (50% complete)
- Horizontal Control Plan (90% complete)
- Demolition Plan (90% complete)
- Construction Notes (50% complete)
- Storm Water Pollution Prevention Plan (75% complete)
- Typical Construction Details (75% complete)
- Site Plan (75% complete)
- Grading Plan (50% complete)
- Landscape Plan (50% complete)
- Typical Landscape Details (75% complete)
- Preliminary Irrigation Layout (40% complete)
- Typical Irrigation Details (75% complete)
- List of Governing Specs (100% complete)
- TxDOT Form 1002
- TxDOT Form 2443
- General Notes
- Engineer's Estimate and TxDOT form Estimate
- Environmental Scope Development Tool
- Design Criteria
- Geotechnical Report
- Pavement Design Memo (if applicable)
- Utility Status and coordination report

If the City considers the submittal as not compliant to the above-required completion percentages, the provider must resubmit as per the above-mentioned requirements. Additional forms might be required as requested by the City.

60% Design:

The firm shall submit the following pre-final design phase submittal, as applicable:

- Coversheet (100% complete)
- Quantity Summary Sheet (100% complete)
- Architectural Plan and Details (75% complete)
- Electrical Plan and Details (75% complete)
- Mechanical Plan and Details (75% complete)
- Plumbing Plan and Details (75% complete)
- Horizontal Control Plan (100% complete)
- Demolition Plan (100% complete)
- Construction Notes (90% complete)
- Storm Water Pollution Prevention Plan (100% complete)
- Typical Construction Details (100% complete)
- Special Construction Details (75% complete)
- Site Plan (95% complete)
- Grading Plan (95% complete)
- Landscape Plan (95% complete)
- Typical Landscape Details (100% complete)
- Special Landscape Details (75% complete)
- Pre-final Irrigation Layout (75% complete)
- Typical Irrigation Details (100% complete)
- Special Irrigation Details (75% complete)
- Outline of Specs (100% complete)
- List of Governing Specs (100% complete)
- TxDOT Form 1002
- TxDOT Form 2443
- TxDOT Form 2229
- General Notes
- Engineer's Estimate and TxDOT form Estimate
- Environmental Scope Development Tool
- Design Criteria
- 30% complete action items report and complete review comment forms
- Engineer's Seal
- Contract time determination
- Certifications (ROW, Utilities, etc.)
- Temporary Road Closure Request
- Construction Speed Zone Request
- TDLR Registration Form
- Redlines showing quality control
- Utility Status and coordination report

If the City considers the submittal as not compliant to the above-required completion percentages, the provider must resubmit as per the above-mentioned requirements. Additional forms might be required as requested by the City.

95% Design:

The firm shall submit, at a minimum, the following final design phase submittal, as applicable:

- Cover Sheet (100% complete)
- Quantity Summary Sheet (100% complete)
- Architectural Plan and Details (100% complete)
- Electrical Plan and Details (100% complete)
- Mechanical Plan and Details (100% complete)
- Plumbing Plan and Details (100% complete)
- Horizontal Control Plan (100% complete)
- Demolition Plan (100% complete)
- Construction Notes (100% complete)
- Storm Water Pollution Prevention Plan (100% complete)
- Typical Construction Details (100% complete)
- Special Construction Details (100% complete)
- Site Plan (100% complete)
- Grading Plan (100% complete)
- Landscape Plan (100% complete)
- Typical Landscape Details (100% complete)
- Special Landscape Details (100% complete)
- Pre-final Irrigation Layout (100% complete)
- Typical Irrigation Details (100% complete)
- Special Irrigation Details (100% complete)
- Outline of Specifications (100% complete)
- List of Governing Specs (100% complete)
- TxDOT Form 1002
- TxDOT Form 2443
- TxDOT Form 2229
- General Notes
- Engineer's Estimate and TxDOT form Estimate
- Environmental Scope Development Tool
- Design Criteria
- 60% complete action items report and complete review comment forms
- Engineer's Seal
- Contract time determination
- Certifications (ROW, Utilities, etc.)
- Temporary Road Closure Request
- Construction Speed Zone Request
- TDLR Registration Form
- Performance end date
- Redlines showing quality control
- Utility status and coordination report

If the City considers the submittal as not compliant to the above-required completion percentages, the provider must resubmit as per the above-mentioned requirements. Additional forms might be required as requested by the City.

100% Design:

The firm shall re-submit the 95% documentation with City and TxDOT's comments addressed. The firm shall provide an electronic copy of all approved environmental documents.

Bidding and Construction:

The firm shall provide constructability, ability to bid, operability reviews on proposed construction projects. The review will cover such items as detail and cut omissions and inconsistencies between plans and specifications, vague or ambiguous notes and references and lack of coordination between drawings of all disciplines involved in the project.

The firm shall submit the following for bidding both in hard copy and in electronic format:

- Full and complete sealed set of drawings
- Full and complete sealed set of technical specifications and list of governing specs (latest TxDOT specifications) both in hard copy and electronic format
- Detailed scope of work both in hard copy and electronic format
- Detailed unit price bid proposal form, both in hard copy and electronic format
- Detailed real-world value cost estimate
- Construction time determination schedule

During the bidding process, the firm shall respond to all questions from prospective bidders, attend a pre-bid conference, and if required prepare addendums. The bids shall be advertised as a unit price contract.

After bid opening, the firm shall provide all documentation required for State concurrence, these items include:

- Engineer's Cost Estimate line item review
- Engineer's Bid Tab review and recommendation letter

During the construction phase, the firm shall assist the City, on a time and materials basis, with but not limited to the following items:

- Responding to all questions from the contractor (requests for information, RFIs)
- Providing advice and recommendation to the Owner and other technical engineering functions and analysis as may be required by the City
- Reviewing contractor technical submittals
- Participate in "punch list" inspection and provide punch list to Owner
- Produce and provide a set of reproducible (11"x17") "as-built" drawings of new construction in electronic format or hard copy if requested
- During construction, project closeout the firm shall produce and provide a set of "as-built" (11"x17") in electronic format, AutoCAD file, and USB flash drive displaying the firm name and project.

Construction Observation:

The firm shall provide the following and upon request:

- Designate and assign a project representative, subject to the approval of the City, who will serve as the point of contact during the on-site observation and inspection of the construction work in progress and to ascertain that the work is properly executed in conformance with the drawings and specifications.
- The project representative will be responsible for the complete coordination of work developed under each assignment. Work will be accomplished with adequate controls and review procedures to eliminate conflicts, errors, and omissions, and to ensure the technical accuracy of all design information.
- Attend the weekly construction meetings as requested, to be scheduled by the City Project Manager. Other periodic meetings shall be held whenever requested by the City for discussion of questions and problems relating to the work being performed by the firm. The firm shall be required to attend and participate in all design conferences pertinent to the work being performed.
- Respond to Requests for Information (RFIs) within three (3) business days
- Conduct project site visits and produce a project observations report within three (3) business days of the project site visit as requested by the Project Manager.
- Review and approve material sourcing and any material updates meeting current TxDOT specifications.
- Review and approve contractor shop drawings and material submittals and make recommendations within three (3) business days at a maximum or within a schedule previously agreed established by the City Project Manager and with the final approval by the City.
- Prepare cost estimates for street and drainage improvements, park and site improvements, and other project estimates as requested when the contractor submits a change order.
- Provide as-built drawings of new construction.
- Provide other civil engineering functions and analysis as may be required by the City as unforeseen conditions may occur.
- Participate in punch list inspections as scheduled by the City Project Manager
- Provide a letter at the end of the construction to certify that the project was constructed according to project requirements, plans, and specifications.

Reproduction:

The firm shall be responsible for printing for the different project phases and code review requirements.

APPROVED TOTAL PROJECT BUDGET: DO NOT SUBMIT A COST PROPOSAL AS PART OF THE RFQ PACKAGE. The City will hold a scoping meeting with the selected firm(s) to negotiate the final contract terms.

All services described under Design and Bidding will be considered Basic Services. The firm shall submit a detailed cost proposal and, after an appropriate fee is negotiated, a purchase order will be opened. If necessary, Construction Services will be requested by the City in writing. All Construction Services if necessary will be covered by time set forth by the contract.

SECTION III - MINIMUM QUALIFICATIONS AND EXPERIENCE

Selected firms must comply with minimum qualifications of:

- Five (5) years of relative traffic engineering experience.
- Assigned project manager or representative must be a registered Professional Engineer and demonstrate knowledge of applicable City, State, and Federal regulatory requirements.

KEY OBJECTIVES:

Selected firm is expected to achieve the following:

- To coordinate work with the Capital Improvement Department and User Departments to resolve issues.
- Implementation of creative and innovative approaches to address project requirements.
- Ensure that the project will support the relevant department's mission, accreditation standards, and compliance with best practices.
- Design and provide construction set of drawings and specifications for each project.
- Develop a schedule and enforce compliance of the project schedule.
- Develop a budget and enforce compliance of the project budget.

OTHER CONSIDERATIONS:

- Work to be coordinated with the Capital Improvement Department, TxDOT, International Bridges, EPWU, EPWID, and all other affected utility services, and all affected stakeholders and interested parties.
- Design shall follow City of El Paso Department of Information Technology Services requirements for fiber optic, computer equipment, and telephone systems, if applicable.

SECTION IV - EVALUATION CRITERIA

The following are the criteria the City will use to evaluate the Statements of Qualification (SOQ) 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

CRITERION	POINTS
1. Prior experience of the project manager and design team in similar federally funded engineering projects design and proposed methodology for accomplishing the work	20
2. The proposer’s project understanding, coordination required, site observations and evaluation, expected conflicts and approach to addressing project issues and propose value engineering solutions	30
3. Evaluation of the firm’s design phase schedule, including narrative of issues and proposed solutions	15
4. The proposer’s team prior experience and qualifications preparing a NEPA document for federally funded	25
5. Evaluation of prior customer satisfaction with the work of the firm (PRFs)	10
TOTAL POINTS	100

The submittal shall follow an outline that mirrors the selection criteria above. In addition, the firm shall clearly label and provide contact information where necessary to establish the minimum qualification requirements.

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. Please include complete information on cover or introduction page.

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 Qualifications
- Evaluation of Statements of Qualifications
- Notification of rankings
- Protest period
- Notification with selected firm
- Negotiations with selected firm
- Contract award

TENTATIVE SCHEDULE

The following tentative schedule has been prepared:

City of El Paso issues the Request for Qualifications	April 19, 2024
Non-mandatory pre-proposal conference	April 26, 2024
Deadline for submission of written questions and requests for clarification (5 PM MST)	May 1, 2024
City of El Paso provides responses and clarifications	May 6, 2024
Deadline for submission of Statement of Qualifications (SOQ) And Project Reference Forms (PRF)	May 13, 2024
Evaluation of Statements of Qualification completed	May 28, 2024
Notifications of ranking completed	May 31, 2024
Protest Period Ends	June 5, 2024
City Council recommended contract approval target date	July 2024

The non-mandatory pre-proposal conference will be held via Microsoft Teams on Friday, April 26, 2024, at 10:30 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: 219 158 041 757

Passcode: H4k7EJ

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



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 and provide this form. 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 13, 2024 @ 5 PM (MST)

PROJECT NAME: Solicitation #2024-0501R A&E Services – Ysleta Port of Entry Pedestrian Improvements

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.